Black AIDS Institute
Job Posting
Program Specialist – Social Support Services

Overview

The HIV/AIDS epidemic is not over, especially in Black communities. Would you like to be a part of the solution? The Black AIDS Institute (BAI) is looking for a passionate and self-motivated Social Support Services Program Specialist to help us end the HIV epidemic among Black Angelinos. BAI’s Program Specialists are the face of BAI’s programming in LA and work with clients and communities to promote HIV awareness, access of HIV services, and delivery of high quality and culturally affirming HIV programming. The Social Support Services Program Specialist focuses on implementing social support programming and outreach to BAI’s priority populations.

The Program Specialists are an essential part of an innovative team that works collaboratively to provide testing, client navigation, and social support programming for Black people in LA.

The ideal candidate must have a demonstrated commitment to anti-oppression work; strong work ethic; passion for achieving health equity; and thrive in an unapologetically Black work environment.

Job Location: Los Angeles, California

Reporting Relationship: Social Support Coordinator

Supervisory Relationship: None

Supervision/Training:
- Regular supervisory meetings
- Weekly team meetings
- Periodic participation in internal and external trainings
- Ongoing professional development opportunities

Agency-wide Duties and Responsibilities:
- Supporting the mission, vision, and values of the Black AIDS Institute
- Complying with all organizational policies and procedures, including, but not limited to:
  - Using Asana, a web-based project management system
  - Maintaining client and organizational confidentiality
- Participating in appropriate professional development programs to attain and maintain competency

Position Specific Duties/Responsibilities:
Social Support Programs
- Assist in the planning and implementation of individual- and group-level HIV prevention and care programs specifically for young Black gay and bisexual men
- Develop work plans to accomplish objectives of funded social support programs
- Follow lesson plans for and co-facilitate weekly meetings with peer leaders and monthly sexual health empowerment groups
- Support grant deliverables related to social support programs
- Assist in staying within budgets for HIV prevention and care programs
- Assist with outreach and recruitment activities related to ensuring successful turnouts for HIV prevention and care programs
- Assist in tracking progress towards achieving deliverables
- Lead logistical planning for programs including, but not limited to securing venues, securing food, preparing material for events, recruiting attendees, communicating with event teams, planning event agendas, securing speakers, etc.

Outreach
- Host BAI events, meetings, and open house information sessions
- Implement recruitment strategies such as: canvassing; social media and networking strategies; event and venue-based, etc.
- Support the development of outreach and recruitment materials in collaboration with appropriate parties
- Attend outreach events in LA County to promote our direct service package, increase brand recognition, and reduce stigma through education and normalization of HIV conversations.
- Conduct outreach, organize, attend, and present at schools, non-profits, public and private spaces, and neighborhood community meetings, regarding BAI programs and their impact
- Attend and participate in relevant community meetings, councils, roundtables, and committees
- Represent BAI at community events, including weekends and evening hours
- Assist with the management of social media accounts to increase awareness, growth, and disseminate content for the Black queer community in Los Angeles

Social Support Services Administration
- Data Entry & File Management
  - Maintain filing system
  - Maintain incentive logs
  - Enter survey data, sign in sheets, contact cards, and all other client data into case management database
- Inventory and Procurement
  - Maintain inventory system
  - Order supplies for social support programming, incentives, condoms, and office supplies
  - Ensure inventory is in adequate supply
- General Specialist Duties
  - Front Desk
- Greet clients, triage their needs, and sign them in
- Answer and direct calls
- Cultivate a clean and welcoming environment
- Schedule deliveries, sign for packages and distribute mail
- Other duties as assigned
- Some weekends and evenings may be required

**Professional Qualifications:**
- 2+ years of relevant professional experience in outreach and social support programming or a Bachelor’s degree or a combination of education and experience is acceptable
- High level HIV prevention knowledge preferred
- Experience working with Black communities
- An understanding of the Southern California HIV landscape and communities
- Demonstrated understanding of the structural and cultural issues related to HIV/AIDS prevention and care among Black people, people living with HIV, women, gay and bisexual men, trans folks, and their intersections.
- Demonstrated commitment, in one’s personal or professional life, to social and racial justice
- High level proficiency in Windows and Microsoft Office (Word, Outlook, PowerPoint and Excel)
- Excellent oral, written, and interpersonal communication
- Ability to maintain a friendly demeanor in person and on the phone
- Ability to exercise discretion and tact in all interpersonal contacts and always maintain confidentiality
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision
- Flexibility to perform other duties and responsibilities as needed
- Reliable transportation required

**Other Requirements:**
- Ability to lift and/or move up to 20-pound boxes or equipment in office or at events
- Time will be split between Crenshaw and MacArthur Park offices
- Ability to work weekends and evenings
- Bi-lingual Spanish desirable
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
To apply, submit a **cover letter** and **resume** to humanresources@blackaids.org. Email subject line should read “Program Specialist – Social Support Services.” Incomplete submissions will not be considered. No phone calls, please.

**About the Black AIDS Institute**

Our motto describes a commitment to self-preservation: **“OUR PEOPLE, OUR PROBLEM, OUR SOLUTION.”**

Founded in May of 1999, the Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute’s mission is to stop the AIDS pandemic in Black communities by engaging and mobilizing Black leaders, institutions, and individuals, in efforts to confront HIV. BAI disseminates information; advocates for sound, inclusive, culturally responsive public and private sector health policies; offers training and capacity building; provides health screening for HIV/STI/Hep C and other chronic and/or infectious diseases, and linkage to comprehensive: and conducts advocacy and mobilization from a uniquely and unapologetically Black point of view.

The Black AIDS Institute is an Equal Opportunity Employer.

For more information about the Black AIDS Institute visit [www.blackaids.org](http://www.blackaids.org).