



Black AIDS Institute
Job Posting
Program Specialist

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 is looking for a highly organized and self-motivated Program Specialist to help us end HIV and AIDS. The Program Specialist is essential to the Black AIDS Institute's support team as the only national HIV/AIDS think tank focused on Black people. The Program Specialist plays an integral role in coordinating and supporting the development and implementation of innovative projects in Black communities to end the HIV and AIDS epidemic in the U.S.

This position reports directly to the Program Director and takes directives on innovative concepts from design support to implementation. The Program Specialist will assist with developing and implementing projects independently when appropriate and work with cross-functional teams as deemed necessary.

The ideal candidate will be able to pivot from project to project seamlessly, is extremely detail-oriented and organized, communicates clearly and positively with others, and thrives with minimal supervision.

Job Location:	Charlotte, North Carolina or Southern U.S. preferred
Reporting Relationship:	Program Director
Supervisory Relationship:	None
Salary Range:	\$60,205 to \$72,075

Agency-wide Duties and Responsibilities:

- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures
- Supports all functions that attain and maintain accreditation and compliance with regulatory agencies
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Cultural Humility
 - Maintenance of confidential information
- Communicates appropriate information to other departments in a timely and effective manner
- Participates in appropriate professional development programs to attain and maintain competency

Position Specific Duties/Responsibilities:

- **Project Management**

- Working closely with the Program Director to prepare comprehensive action plans including resources, timeframes, and budgets for travel
- Coordinate project management activities, resources, equipment, and information
- Break projects into doable actions set timeframes and liaise with CDC and BTANs to identify and define requirements, scope, and objectives.
- Assist with the management of all electronic and paper files for each project

Professional Qualifications:

- Minimum two years of experience in HIV program and project planning and implementation or related experience
- Minimum two years of experience in successful project management
- Bachelor's degree or higher in social work, health services, public health, or a related field. A combination of education and experience will be considered
- Advanced planning, assessment, and analytical skills. Good report and proposal writing skills
- Advanced leadership and project management skills
- Excel at managing multiple concurrent projects and deadlines; attention to detail a must
- Strong organization and time management skills
- Organized approach to maintaining and tracking multiple relationships
- Experience supervising and directing the work of others
- Ability to work independently, take initiative, and assume responsibility for new and emerging projects
- Demonstrated knowledge and expertise with Black HIV prevention and care programming and HIV and health policy at a local and national level
- Excellent written and oral communication skills
- Excellent time management skills with the ability to manage multiple projects in a fast-paced, deadline-driven team environment
- Ability to take initiative, think logically and demonstrate problem-solving skills
- Project management skills including research, planning and execution of special projects
- Experience leading and coaching cross-functional teams
- Ability to thrive and problem-solve in an agency that is transforming and continually responding to, and evolving with, social turmoil, breaking news, political changes, tight deadlines and work on multiple projects simultaneously with high attention to detail and follow through
- Ability to use Asana as a project management software
- Weekend and evening hours may be required
- Significant travel may be required

General Skill Requirements:

- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment
- Ability to work in a remote environment
- Ability to capture values and organizational culture in writing and other communications efforts

Physical and Sensory Requirements:

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

Apply here:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5793148.

Submit a cover letter, and resume. Incomplete submissions will not be considered.

Screening will begin immediately and will continue until the position is filled. No phone calls or emails please.

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About the Black AIDS Institute

The Black AIDS Institute is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute's mission is to stop the AIDS epidemic in Black communities by engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

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

The Black AIDS Institute is an Equal Opportunity Employer. For more information about the Black AIDS Institute visit www.blackaids.org.