



**Black AIDS Institute**  
*Job Announcement*  
**Training & Capacity Building Coordinator**

**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 Training and Capacity Building Coordinator to help us end the HIV epidemic in Black America. The Training & Capacity Building (TCB) Coordinator is essential to the Black AIDS Institute's national team. Reporting to the Senior Manager of Training and Capacity Building, the TCB Coordinator will coordinate cohort programs for the African American HIV University (AAHU); monthly brown bag lunch webinars; and health department and EHE processes.

The ideal candidate must have a demonstrated commitment to anti-racist, anti-oppression work that supports the core values of social justice and equity, as well as have a strong work ethic, demonstrated success in program planning and implementation, and thrive in an unapologetically Black work environment.

This is a full-time position. Some weekend and evening hours will be required. Travel may be required.

*Individuals identifying as Black, LGBTQIA+, and/or living with HIV (or on PrEP) are strongly encouraged to apply.*

**Job Location:** Charlotte, North Carolina or Southern U.S. preferred  
**Reporting Relationship:** Curriculum Director  
**Supervisory Relationship:** None  
**Salary Range:** \$46,258 - \$55,000

**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 and facilitates positive interaction with others by exhibiting:
  - Initiative and ownership of work
  - Individual maturity
  - Respect for others
  - A team-centered and asset-based approach
  - Maintenance of confidential information
- Participates in appropriate professional development programs to attain and maintain competency
- Perform other duties as assigned

**Position Specific Duties/Responsibilities:**

- Coordination of AAHU Cohort Programs
  - Assist the TCB Sr. Manager in recruitment and program implementation efforts, including:
    - Track applicants' progress throughout application process

- Facilitate production of module content
  - Track cohort scholars' progress throughout programs
  - Coordinate cohort graduations
- Assist the TCB Sr. Manager in engaging AAHU alumni, to include:
  - Drafting monthly AAHU alumni newsletters
  - Drafting regular Facebook group content
  - Updating alumni contact information
  - Coordinating alumni reunion activities
- Coordination of Monthly Brown Bag Lunch Webinars
  - Align schedule with important conferences, events, and observances
  - Provide a list of potential speakers
  - Draft emails for speakers and audience
  - Coordinate marketing/promotion process with Communications personnel
  - Record each event & submit recordings to Communications personnel
- Coordination of Health Department & EHE Processes
  - Assist in the TA outreach and follow-up with Health Depts & EHE jurisdictions
  - Assist in the development of Health Dept. & EHE-related projects (e.g., needs assessments, training materials, etc.)
- Activities and scope of work may be adjusted, as needed, to complete the tasks and responsibilities of AAHU and BAI.

### **Preferred Professional Qualifications:**

- Bachelor's degree in Public Health or related field
- A minimum of 2 years of experience related to health equity, social justice, and/or HIV or other infectious diseases; a combination of paid, volunteer, and academic experience will be considered
- Demonstrated understanding of the structural and cultural issues related to HIV/AIDS prevention and care among Black communities, including women and people who identify as LGBTQIA+
- Experience in delivering online and/or in-person trainings to adult participants
- Experience working with or within healthcare and/or non-profit organizations is strongly desired
- Ability to travel significantly (up to 50% travel time required)
- Advanced knowledge of Microsoft Word/Excel/PowerPoint/Outlook and Google Suite (Drive, Docs, Slides, etc.)

### **General Skill Requirements:**

- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to work independently and accurately in a high-paced, deadline-oriented environment
- Ability to work effectively with people of diverse identities, including Black Americans and persons identifying as LGBTQIA+

### **Physical and Sensory Requirements:**

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, consultants, and vendors

- Ability to remain calm and composed under stress
- Ability to perform bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing activities
- Ability to respond to telephones and other auditory stimulation
- 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=5793165](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5793165).

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.

### **About the Black AIDS Institute**

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 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](http://www.blackaids.org).