



PROGRAM COORDINATOR: POSITION DETAIL

Title:	Program Coordinator
Organization, Location:	Phoenix, AZ
Position Type:	Full Time (non-exempt), full benefits included
Reports To:	Programs Director
Application Submission Deadline:	Wednesday, August 16 th by 5 PM
Ideal Start Date:	Monday, August 28 th , 2017
Rate of Pay:	BOE

AREA OF FOCUS

The Program Coordinator's primary focus will be to engage young Hispanic/Latino gay/bisexual men and Transgender youth of color in a peer-driven HIV prevention community-building project. The community-based program includes a combination of peer-led workshops, discussion groups, formal and informal social events, and community outreach.

CORE RESPONSIBILITIES

- Facilitate evening programs and activities that support positive youth development, and HIV prevention and intervention messaging.
- Lead age-appropriate activities, including those emphasizing harm/risk reduction, education, safety, LGBTQ community topics, and community engagement.
- Assist with record keeping and reporting including activities and events conducted, breakdowns of participation, notable achievements and any challenges or measures of success, in accordance with grant requirements.
- Assist in scheduling special groups/events at the Youth Center in line with grant outcomes.
- Assist in planning and conducting outreach to engage MSM youth of color.
- Manage program related evaluation measures, Facebook pages, and record keeping.
- Develop collaborative partnerships with appropriate community agencies.
- Participate in special events as needed included: Fresh Brunch, Dancing For one-n-ten, Phoenix Pride, Rainbows Festival, holiday events, etc.

IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

- Experience in planning and management
- Action oriented with excellent problem solving skills
- Highly positive and enthusiastic style that motivates and supports youth and staff team
An ability to be reflective and analytical – tremendous attention to detail is essential
- Experience working with LGBTQAI+ individuals, people of color, people living with HIV, system-engaged youth, immigrant communities, individuals experiencing homelessness and other historically marginalized groups is a plus
- Experience with data collection, quality control, and reporting, using multiple forms of technology, attention to details is essential
- Knowledge of youth development protocols, challenges, solutions, intervention strategies and communication techniques
- Demonstrate professionalism, good judgment, and maintain confidentiality
- Provide and accept constructive feedback to/from supervisors, peers, volunteers, and youth participants
- CPR & First Aid certifications (will be covered by employer during training period)
- Be willing and able to pass a criminal background check & receive Fingerprint Clearance card
- Ability to work evenings and weekends as necessary
- Must have reliable transportation for work functions, mileage reimbursement applies
- Spanish speaking a plus

We encourage individuals with personal experiences consistent with the target population to apply. The target population for this project is Hispanic/Latino, gay and bisexual men who have sex with other men.

INSTRUCTIONS – HOW TO APPLY

A complete application contains the following items:

- A cover letter, not to exceed one page
- A comprehensive resume
- Contact information for three current professional references.

Items should be saved together in one PDF (.pdf) or Word document (.doc or .docx), and saved with a file name in the following format: LastnamePCApplication.pdf or LastnamePCApplication.doc or LastnamePCApplication.docx

Applicants who are unable to meet file format requirements should contact the one•n•ten office at least three days in advance of the deadline at office@oneten.org

Complete applications should be attached to an email message with “PC Submission” in the subject line, and sent to: office@oneten.org

Applications will not be accepted through any other means.

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one•n•ten is an EOE/ADA Reasonable Accommodation Employer