



Job Description

Outreach Coordinator

Overview

The **National Black Leadership Commission on AIDS, Inc.**, (NBLCA) is hiring an Outreach Coordinator. The Outreach Coordinator will report to the Director of Programs, and lead in coordination of the assigned work in fulfillment of NBLCA's Mission.

Responsibilities

- Coordinate with Director of Programs, FBOs and CBOs to conduct outreach and program development in communities known to be disproportionately at-risk for HIV infection and other disparities.
- Provide technical assistance, administrative and outreach support for faith-based and community based organizations.
- Develop and maintain linkages with governmental, civic and community based organizations.
- Assist with facilitation and training of HIV/Hepatitis C education programs.
- Prepare and submit monthly reports.

Qualifications

- At least 5 years of experience in HIV/AIDS field.
- Bachelor's degree preferred.
- Knowledge of HIV/AIDS, STI's Hepatitis C and other health disparities that impact the Black/African American community
- CDC or MDCH training in HIV Prevention and Education
- Certified HIV tester.
- Sensitivity to populations at increased risk for HIV acquisition (through injectable drug use, exposure to an intravenous drug user, high-risk sexual activities such as commercial sex, street, and homelessness)
- Sensitivity to ethnicity, culture, gender, sexual orientation, values, beliefs, and behaviors
- Strong organizational skills and attention to detail
- Excellent written and oral communication skills
- Ability to multitask in a fast-paced work environment
- Positive, professional, team-oriented attitude
- Proficient in Microsoft Word, Excel, and PowerPoint

Travel Requirements

This position will require travel within the U.S.

Salary & Benefits

NBLCA offers competitive salary and benefits for this position.

Application Instructions

Interested and qualified candidates should submit a resume and cover letter, describing their specific qualifications and interest in the position. Submissions without cover letters will not be considered. Only applicants who best match the position needs will be contacted. **Please e-mail careers@nblca.org. NO PHONE CALLS.**

The **National Black Leadership Commission on AIDS, Inc.** (NBLCA) is a 501c3, not-for-profit organization with a mission to *educate, mobilize, and empower* black leaders to meet the challenge of fighting HIV/AIDS and other health disparities in their local communities. Founded in 1987 and headquartered in New York City, NBLCA is the largest nonprofit organization of its kind in the United States.

The National Black Leadership Commission on AIDS, Inc. is an equal opportunity employer.

For more information on the National Black Leadership Commission on AIDS, Inc., please visit www.nblca.org.