



Job Description ~ Position Available:
AIDS Alabama South
Prevention Education & Outreach Coordinator

Reports To:	(Interim) Director of Prevention
Benefits Include	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Salary Range	\$34,300 (limited experience) -- \$41,000 (substantial experience).
Minimum Requirements	High school diploma (or GED); Experience in public speaking and grant writing; Excellent writing and speaking skills; Reliable transportation, good driving record, valid driver's license and auto insurance. Must successfully complete pre-employment process.
Preferred Qualifications	Bachelor's degree from an accredited college or university. Experience in a non-profit setting.
Overall Mission	Testing, Community Education, and Outreach.

Areas of Responsibility

1. Through relevant external training and conferences, the Outreach Coordinator promotes AIDS Alabama South's HIV services, fosters community partnerships, and stays up-to-date with current developments and best practices related to PrEP and HIV prevention.
2. Build new collaborative relationships with other community-based organizations and institutions.
3. Assess the needs of the community in which prevention programming will be implemented, as well as the needs of underserved populations within that community, through outreach and research to effectively meet their diverse needs.
4. Research prevention education grant opportunities, write grants, and ensure grant compliance of funded proposals.
5. Assist in identifying, developing, and establishing community distribution sites to increase service delivery to behaviorally-defined priority populations of men who have sex with men and high-risk individuals and areas.
6. Stay current on local resources in each county for HIV+ individuals (including PrEP, housing assistance, support groups, etc.).
7. Oversee, coordinate, and conduct outreach activities, including rural areas to successfully building partnerships and administer educational activities on HIV prevention as well as HIV Rapid- and Insti-Testing.
8. Present AIDS Alabama South's approved HIV prevention curricula to schools and community organizations.
9. Provide HIV testing at the main office, community events, and in the community as needed and scheduled.
10. Complete screenings to identify readiness for PrEP and other barriers to care.
11. Conduct bar outreach, once monthly.
12. Routinely delivers free condoms, barrier methods, and HIV educational material for distribution.
13. Assure that all literature and condoms are ordered, inventoried, and readily available for consumers and general public.
14. Assist Director of Prevention, EHE Coordinator, EHE Prevention Specialist, Rural Minority Outreach Coordinator, and other Prevention staff with agency events and projects, as needed.
15. Assist in all SHELL Health-related clinical activities including day, evening, and weekend clinics.
16. Meet with the Director of Prevention regularly to ensure that all program deliverables are met.
17. Maintain tracking systems for:
 - a) Presentations and literature, condoms, and marketing materials distributed;
 - b) Education Department events;
 - c) Prevention Department reports;
 - d) Grant proposals and/or performance.
18. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and occasionally include nights, weekends, and holidays. Some travel may be required.
2. Physical: May lift up to 50lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication; hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature

Date