



Job Description: Sub-Saharan African (SSA) Program Coordinator

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| Job summary statement: | The purpose of this position is to coordinate activities specific to MAC's HIV prevention, screening and referral program engaging African immigrants and refugees. |
| Essential functions of the position: | <ul style="list-style-type: none"> • Convene and organize the Sub-Saharan African immigrant community to meet program goal and objectives • Represent and market program • Develop, coordinate, implement program activities |
| Responsibilities: | <ul style="list-style-type: none"> • Fulfill program goals and objectives as outlined in work plan in a timely manner • Conduct HIV counseling, testing, and referral services • Conduct individual and group level interventions targeting specifically engaging African immigrant men • Develop and implement African immigrant men-specific education and outreach initiatives • Conduct supported referrals and follow up to other services, such as STI screening and Hepatitis vaccinations • Conduct weekly outreach to Sub-Saharan African venues • Organize and convene community planning meetings • Cultivate relationships with African community members and organizations, as well as health care providers and organizations • Collect and maintain data on all program activities • Monitor and report all program activities |
| Supervisory responsibilities:\ | <ul style="list-style-type: none"> • None |
| Skills necessary for the position: | <ul style="list-style-type: none"> • Comfortable talking about HIV, including related subjects • Ability to work independently and on a team • Facilitation skills, including public speaking • Strong organizational and communication skills • Excellent writing and reporting skills • Excellent organization and time management skills • Excellent computer skills (MS Word, MS Excel, MS Publisher in particular) • Bilingual/bicultural • Proficiency in English • Flexible to work nights and weekends (when needed) • Willingness and ability to drive to program-related activities on a weekly basis – Car necessary |
| Experience necessary for the position: | <ul style="list-style-type: none"> • Program coordination and reporting • Community organizing • Working with Sub-Saharan African community groups, specifically African men groups/organizations • MS Office (Word, Excel, Publisher) • Internet navigation and usage |
| Education/Training required: | <ul style="list-style-type: none"> • BA in health, human service or related field or minimum 5 years related experience. • At least 2 years experience working with the African immigrant community • At least 2-3 years experience in the field of HIV/AIDS prevention, treatment, and advocacy or related field (i.e. mental health, human services) • Certifications in HIV/AIDS |
| Who the position reports to: | AFIA Program Director |

**The EXTENDED deadline for applications is Friday, September 18, 2015.
To apply, please send your resume and cover letter to cnnaji@mac-boston.org**