



Position Announcement

Job Title	HIV Prevention Health Planner – Outstationed Position
Department	Operations
Hours	Full-Time, Exempt, Some evenings & weekends required
Salary	Depending upon degree, licensure and experience

Position Summary

The HIV Prevention Health Planner supports the reduction of transmission of HIV and STDs in San Diego County through the provision of administrative support, technical assistance and trainings for Ryan White HIV prevention providers and the HIV Planning Group. This staff member also supports the County's High Impact Prevention Education and STD programs. Duties include:

- **Administrative Support:** support for HIV planning and provision of HIV prevention services to include coordination, technical assistance, and training to HIV prevention providers, and the HIV planning group and related committees. Additional administrative support may include coordination with other agencies that provide complementary and integrated services
- **Technical Assistance:** provide technical assistance to HIV prevention providers, work with programs to strengthen program activities, provide support for data collection and reporting utilizing Local Evaluation Online (LEO), and collaborate with designated evaluator on High Impact Prevention (HIP) Education and Prevention (E&P) and High Impact Prevention Outcome Database (HIPOD), assist as needed in materials selection, and participate in program planning meetings.
- **Trainings:** Coordinate trainings targeted for HIV prevention providers. This includes training logistics, ensuring payments associate with trainings are requested, monitoring the status of training and training needs in Quarterly Progress Reports and coordinating a training schedule to accommodate up to six trainings annually.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education and/or Experience:** A master's degree in Public Health or related field is required. A minimum of two years of experience in health planning and administration is required. Additional related experience can be substituted for the education on a year-for-year basis. Applicant must demonstrate knowledge of public health theory and practice as it related to HIV prevention. Knowledge of current service providers and HIV prevention programs in San Diego is preferred.
- **Language Skills:** Fluency in English required. Fluency in Spanish preferred.
- **Other Skills:** Must demonstrate competence in working with a variety of diverse populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Lived experience as a member of a historically under-served community (i.e., low income, communities of color, LGBT communities, immigrant communities, etc.) preferred.
- **Computer Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply: send your cover letter, application, and resume electronically to:
Beth Davenport – bdavenport@thecentersd.org

Application link: <http://www.thecentersd.org/join-us/employment-application.pdf>

Please note: We are unable to accept any phone or walk-in inquiries for this position.

The San Diego LGBT Community Center is an Equal Opportunity Employer.