



Serving the lesbian,
gay, bisexual
& transgender
community of
San Diego County
since 1973.

POSITION AVAILABLE

Position Title: Associate Health Planner

Application Closing Date: Open until filled; interviews begin immediately and conducted on a rolling basis.

Position Start Date: Immediate.

Job Hours: Full-time, exempt, some evenings and occasional weekends required.

Salary: \$17- \$18 per hour, DOE

Job Description: The Associate Health Planner for Planning Council Support Staff (PCSS), performs a variety of planning functions related to care and treatment services for people living with HIV/AIDS and in support of the San Diego HIV Health Services Planning Council. This position is out-stationed at the county of San Diego HHSB location. Duties include:

- Assisting with gathering and analyzing information to inform the Planning Council process
- Conducting community outreach, education and group facilitation to encourage increased involvement in the process
- Assisting with the development of service descriptions, performance indicators and outcomes
- Assist with the coordination of logistical support for meetings of the HIV Planning Council and its committees and task forces, including minute taking and mailings
- Assisting with grant applications

Qualifications: The requirements listed below are representative of the knowledge, skill and ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- 1. Education and Experience:** A bachelor's degree in public administration, business administration, social services or related field is required; a master's degree in public health or social work is desirable but not required. Two years related experience required. Related experience can be substituted for the educational requirement on a year-for-year basis.
- 2. Computer/Office Equipment Skills:** Basic computer skills, with proficiency in MS Office (Word, Excel, PowerPoint, Access and Outlook).
- 3. Other Special Skills:** Excellent interpersonal skills and ability to work with diverse community groups and volunteers. Strong analytic and writing skills required. Ability to manage multiple tasks with shifting priorities.
- 4. Language Skills:** Fluency Spanish highly desirable.

To apply, send your cover letter and resume electronically to:

Beth Barnes, Director of Operations and Quality Assurance, bbarnes@thecentersd.org

Mailing Address
P.O. Box 3357,
San Diego, CA 92163

Street Address
3909 Centre Street,
San Diego, CA 92103

(619) 692-2077
(619) 260-3092 Fax

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Please note: We are unable to accept any phone inquiries for this position opening.

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