



Multicultural AIDS Coalition
7 Palmer Street
Boston, MA 02119
www.mac-boston.org

JOB TITLE: Program Coordinator – Black Immigrants Prevention/Ryan White Services
REPORTS TO: MAC Program Director

POSITION DESCRIPTION:

The Program Coordinator will coordinate activities to educate, outreach, recruit and link Black immigrants – African and Caribbean – vulnerable to and living with HIV to prevention and peer support services. Staff is expected to fulfill program goals and objectives as outlined in work plan in a timely manner.

RESPONSIBILITIES:

1. Cultivate relationships with Black immigrant community members and organizations, as well as health care providers and health centers
2. Conduct HIV/HCV/Chlamydia/Syphilis/Gonorrhea counseling, testing, and referral services
3. Conduct individual and group level interventions specifically engaging Black immigrants
4. Conduct supported referrals and follow up to other services, such as PrEP and Hepatitis vaccinations for clients at risk for HIV/HCV/STI
5. Facilitate access to HIV care and support services for clients who are newly diagnosed, sporadically in care or lost to care
6. Conduct weekly outreach and recruitment strategies including social network, venue-based, HIV-related service sites, Drop-In Centers, and through other mechanisms
7. Develop risk reduction and adherence plans and increase HIV literacy of clients vulnerable to and living with HIV
8. Advocate for clients by meeting with Case Managers and other relevant providers to share understanding of clients' actions and needs
9. Collect and maintain data on all program activities
10. Monitor and report all program activities

DESIRED SKILLS & KNOWLEDGE:

- Comfortable talking about HIV and related topics
- Knowledge of HIV/HCV/STI, including modes of transmission, prevention methods and treatment
- Ability to work independently and on a team
- Facilitation skills, including public speaking
- Strong organizational and time management skills
- Excellent writing and reporting skills



- Excellent computer skills (MS Word, MS Excel, MS Publisher in particular)
- Bilingual/bicultural
- Flexible to work nights and weekends (when needed)
- Willingness and ability to drive to program-related activities on a weekly basis – Car necessary
- Motivated to develop professionally in the public health or related field

QUALIFICATIONS:

- BA in health, human service or related field or minimum 5 years related experience.
- Phlebotomy experience or willingness to train
- Knowledge of Black immigrant communities in Boston/Greater Boston
- Experience in the field of HIV/AIDS prevention, treatment, and advocacy or related field (i.e. mental health, human services, community health)

To apply, please send your resume and cover letter to cnnaji@mac-boston.org