Albany Damien Center
728 Madison Ave, Suite 100, Albany, NY 12208-3302
Phone: 518-449-7119
www.AlbanyDamienCenter.org

Join Us in Community Mobilization to End the AIDS Epidemic (ETE)

Job Posting: Upstate ETE Program Coordinator

Overview: This individual will coordinate the Albany Damien Center's efforts as the upstate NY lead agency for the Ending the Epidemic (ETE) Community Mobilization Initiative.

The initiative's intent is to enhance the capacity of eleven (11) ETE Regional Steering Committees to develop regional community mobilization plans towards ETE goals that specifically address persistent health inequities regionally. The Damien Center's will focus on supporting the five (5) upstate NY ETE Regional Committees located in Albany, Hudson Valley, Syracuse, Buffalo, and Rochester areas.

This position will advance local strategies to ending the epidemic by planning and executing regional ETE priority projects they identify through their lived experiences and analyzing available data to identify inequities and promote strategies to increase health and racial equity within the region.

Reports to Executive Director **Supervises:** Upstate ETE Community Mobilizing Peer.

Status: Full Time (37.5 hrs), OT Exempt, Benefits Eligible, **Salary Range**: $55 – 60k

Location: Remote with 25% travel in NYS

Benefits include:

- 15 paid holidays and generous paid time off
- Health & Dental Insurance – with great coverage and low deductibles
- 403b Retirement plan with employer match
- MetLife life insurance - $50,000
- Flexible Health Spending Account
- Continued Professional Development and Training Opportunities

Qualifications:

1. Bachelor's Degree (master's degree in health administration or public health preferred) and two years of experience in health and human services. Two years of this experience will be in community organizing/networking (either paid or verifiable volunteer experience), and one year of experience will be in working at agencies serving persons at high risk for HIV/HCV/STI.
2. Experience with coordinating groups to provide legislative advocacy and education.
3. Experience in working with diverse populations, including those who are impoverished and disenfranchised.
4. Experience with group facilitation and community mobilization. Prior experience with conducting needs assessments and action planning is preferred.
5. Clean, valid NYS driver's license (as noted on applicant's Motor Vehicle Report (MVR))

Responsibilities:

1. Provide support and structure for the mission, vision, and membership of community partners and persons with lived experience of HIV in 5 upstate NY regions (Albany, Syracuse, Rochester, Buffalo, and Hudson Valley).
2. Coordinate monthly ETE Regional Steering Committee meetings, minutes, attendance, and access.

Albany Damien Center
728 Madison Ave, Suite 100, Albany, NY 12208-3302
Phone: 518-449-7119
www.AlbanyDamienCenter.org

3. Develop, conduct, and summarize a needs assessment in each upstate NY region. In consultation with regional committees, support developing and implementing an action/work plan.
4. Work to identify and engage other community, government, and non-traditional partners to support the regional ETE efforts.
5. Supervise and develop Upstate ETE Community Mobilizing Peer and work collaboratively with the downstate ETE Community Mobilization grant lead (Housing Works).
6. Organize NYS legislative awareness and education days in Albany and in regional in-district offices.
7. Assist in other public health issues if/when they arise (e.g., local STI case increases, outbreaks, emergencies.)
8. Fully engage in self-care to promote physical, emotional, and spiritual well-being.

The Albany Damien Center's mission is to enhance the lives of people with HIV, mental health, and homelessness in a safe, inclusive environment. **Our vision** is a more equitable community, where people achieve their desired potential.

The Albany Damien Center is committed to building a culturally diverse staff and strongly encourages applications from minority candidates, women, persons from our LGBTQ+ community, persons living with HIV/AIDS, and persons formerly homeless.

To Apply: Please send 1) cover letter 2) resume and 3) list of three professional references by e-mail to careers@albanydamiencenter.org Applications will be accepted via e-mail and are encouraged to have all attachments. Continuous recruitment until position filled.