



Diverse & Resilient

POSITION:	HIV Prevention Program Coordinator	DATE:	October 2011
REPORTS TO:	HIV Prevention Program Manager	FTE:	1.0 FTE

POSITION PURPOSE:

Provides advanced HIV program support to the HIV Prevention Program Manager, the Senior Program Director, and the Director of Special Projects, and coordinates some projects within the agency with minimal supervision.

In achieving the organization's mission of addressing the healthy development of LGBT youth and adults in Wisconsin, the Program Coordinator partners with Program Manager to implement programs to reduce HIV among gay and bisexual men and build capacity in communities and organizations in the Greater Milwaukee area. This work is exciting, engaging, varied, and challenging.

REPORTING RELATIONSHIP:

- Reports to HIV Prevention Program Manager.
- May provide work direction to Program Specialists, Program Assistants, clerical staff, interns, or volunteers.

ESSENTIAL FUNCTIONS:

- Routinely participates in HIV risk prevention and health promotion planning and projects by taking an active contributory role; has responsibility for significant portions of project implementation.
- Identifies and plans, develops, and implements additional projects or reports which may be useful to the organization.
- Coordinates complex, sensitive, and/or confidential meetings; assembles agenda items, exhibits, addenda, etc. Takes and distributes non-routine, confidential minutes.
- Responds to a wide variety of questions requiring substantial knowledge of the planning projects in particular and the organization in general. Resolves issues to limit issues forwarded to manager.
- Gathers, compiles, and summarizes data/budget information for analysis by the Director. Assists in monitoring, tracking, and analyzing data.
- Oversees and/or maintains organizational files, binders, records, logs, etc. Usually is responsible for maintaining the most confidential files. Identifies need for additional recordkeeping and establishes same.
- Utilizes a high degree of autonomy throughout the workday.
- Frequently uses confidential information and communicates diplomatically to maintain confidentiality.

- Performs other duties as assigned or as necessity dictates.
- The incumbent is responsible for adhering to established service standards of cultural competency and reinforcing those standards with peers, team members.

NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position. This does not exclude consideration of applicants who do not possess the ability to perform those skills or duties upon application:

- None currently.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- Bachelor's degree preferred; high school diploma or equivalent may be acceptable under rare circumstances with evidence of advanced experience.
- Minimum three years of experience in a progressively responsible program implementation role.
- Must demonstrate ability to create complex documents or reports.
- Must regularly enhance computer skills by completing appropriate training classes.
- Excellent interpersonal, communication, and customer service skills.
- Excellent detail-oriented organizational, analytical, and problem solving skills involving established methods or practices; demonstrated ability to make appropriate decisions.
- Excellent written and verbal communication skills.
- Ability to work with a high degree of autonomy throughout the workday.

Computer Skills

- Considered adept with word processing and spreadsheet applications. Proficient with multiple, intermediate-level computer applications.
- Proficient with software applications unique to the organization (i.e., graphics software, data reporting software, spreadsheets, etc.).

MENTAL/PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, and lift frequently throughout the workday.
- Occasionally lifts items weighing up to 20 lbs.
- Must have functional speech, vision, and hearing.
- Operates all equipment necessary to perform the job.
- Exposed to a normal office environment.