



## Job Description: Sub-Saharan African (SSA) Program Coordinator

Job summary statement:	The purpose of this position is to coordinate activities specific to MAC's HIV prevention, screening and referral program engaging African immigrants and refugees.
Essential functions of the position:	<ul style="list-style-type: none"> <li>• Convene and organize the Sub-Saharan African immigrant community to meet program goal and objectives</li> <li>• Represent and market program</li> <li>• Develop, coordinate, implement program activities</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Fulfill program goals and objectives as outlined in work plan in a timely manner</li> <li>• Conduct HIV counseling, testing, and referral services</li> <li>• Conduct individual and group level interventions targeting specifically engaging African immigrant men</li> <li>• Develop and implement African immigrant men-specific education and outreach initiatives</li> <li>• Conduct supported referrals and follow up to other services, such as STI screening and Hepatitis vaccinations</li> <li>• Conduct weekly outreach to Sub-Saharan African venues</li> <li>• Organize and convene community planning meetings</li> <li>• Cultivate relationships with African community members and organizations, as well as health care providers and organizations</li> <li>• Collect and maintain data on all program activities</li> <li>• Monitor and report all program activities</li> </ul>
Supervisory responsibilities:\	<ul style="list-style-type: none"> <li>• None</li> </ul>
Skills necessary for the position:	<ul style="list-style-type: none"> <li>• Comfortable talking about HIV, including related subjects</li> <li>• Ability to work independently and on a team</li> <li>• Facilitation skills, including public speaking</li> <li>• Strong organizational and communication skills</li> <li>• Excellent writing and reporting skills</li> <li>• Excellent organization and time management skills</li> <li>• Excellent computer skills (MS Word, MS Excel, MS Publisher in particular)</li> <li>• Bilingual/bicultural</li> <li>• Proficiency in English</li> <li>• Flexible to work nights and weekends (when needed)</li> <li>• Willingness and ability to drive to program-related activities on a weekly basis – Car necessary</li> </ul>
Experience necessary for the position:	<ul style="list-style-type: none"> <li>• Program coordination and reporting</li> <li>• Community organizing</li> <li>• Working with Sub-Saharan African community groups, specifically African men groups/organizations</li> <li>• MS Office (Word, Excel, Publisher)</li> <li>• Internet navigation and usage</li> </ul>
Education/Training required:	<ul style="list-style-type: none"> <li>• BA in health, human service or related field or minimum 5 years related experience.</li> <li>• At least 2 years experience working with the African immigrant community</li> <li>• At least 2-3 years experience in the field of HIV/AIDS prevention, treatment, and advocacy or related field (i.e. mental health, human services)</li> <li>• Certifications in HIV/AIDS</li> </ul>
Who the position reports to:	AFIA Program Director

**The deadline for applications is Monday, June 6, 2016.  
To apply, please send your resume and cover letter to [cnnaji@mac-boston.org](mailto:cnnaji@mac-boston.org)**