



**Position:** Community Engagement & Training Coordinator(s)  
**Program:** Ending the HIV Epidemic (EHE)  
**Probation:** 180 Days

**Status:** 100% Full-Time  
**Salary:** D.O.E.  
**Benefits:** Employer Paid

The AMAAD (*Arming Minorities Against Addiction & Disease*) Institute is seeking to hire a **Community Engagement & Training Coordinator**. The positions will act as liaisons working with grassroots community stakeholders to develop health education and awareness activities that address various social determinates related to Ending the HIV Epidemic (EHE) in Los Angeles County. Each Community Engagement & Training Coordinator will be responsible for the day-to-day management and facilitation of two (2) community cohorts groups utilizing a Community Based Participatory Research (CBPR) framework for coalition building. The positions will be an important part of the AMAAD Institute's Community Capacity Building efforts to address the needs of the organization's priority population, which is Black and Brown LGBTQ+ youth and young adults who are at-risk or affected by substance use disorder (SUD), homelessness, incarceration, and/or HIV.

### **Responsibilities:**

- Work closely with EHE program team, including partner organizations to review and ensure program deliverables.
- Coordinate various aspects of program participant recruitment and retention activities for cohort group members.
- Work to develop and support all aspects of community engagement activities for EHE, with a focus on relationship building with partner organizations and grassroots community stakeholders.
- Participate in strategic planning sessions, community meetings, workshops and attend similar activities as an agency representative.
- Work with team to develop EHE training presentation materials and support the implementation of it with cohort groups.
- Recruit and maintain members to form a diverse coalition in personal and virtually.
- Coordinate with key staff within AMAAD and partner organizations and evaluation consultant.
- Participates in regular internal audits to ensure that program documentation, charts and reports are accurate
- Participates staff meetings and trainings.
- Assist with other coordination duties as needed.

### **Qualifications:**

- Covid-19 vaccination (Moderna, Pfizer, or Johnson & Johnson).
- Bachelor's Degree from an accredited college or university in public health, social work and/or social sciences OR (2) years full-time experience in the fields of public health, social work and/or community/advocacy.

- Computer skills required and data reporting experience
- Experience having worked with a high-performance, collaborative, constructive peer group.
- Must have sensitivity to, interest in and competence in cultural differences, HIV/AIDS, minority health, sexual practices, and a demonstrated competence in working with AMAAD's priority population.
- Demonstrated ability to work independently with accountability, exercise sound judgment, discretion, and professionalism at all times.
- Demonstrated ability to effectively collaborate with community stakeholders.
- Personal qualities of integrity, credibility, and a commitment to and passion for the AMAAD Institute's mission.

**Attributes:**

- Guided by a clear set of Core Values and Behaviors - humble, hungry, mission-driven, and people smart as part of an impressive group of individuals and
- Willingness and excitement to contribute diverse set of experiences, skills, and characteristics to the organization
- Accepts guidance and responds well to feedback; displays maturity, good judgment, enthusiasm, and personal motivation
- Strong interpersonal skills including the ability to anticipate workload and effectively cultivate and leverage relationships with colleagues to meet deadlines
- Collaborative entrepreneurial spirit, ability to multi-task and prioritize concurrent projects and day-to-day tasks within a high production and fast-paced environment.

**Submit Cover Letter and Resume to: [jobs@amaad.org](mailto:jobs@amaad.org)**

*The AMAAD Institute is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*