



## Community Engagement & Training Coordinator

Organization: The AMAAD Institute  
Type of Work: Temporary Part-Time | November 2023 – June 30, 2024  
Location: Los Angeles, CA

Arming Minorities Against Addiction & Disease (AMAAD) Institute facilitates personalized individual access to programs and services that foster safe and supportive healthy environments for people to live, learn, and develop to their fullest potential. AMAAD was incorporated through a peer-based framework, and over the years has harnessed its collective human and material resources to serve multifaceted communities through transitional housing, Behavioral Health programming, and advocacy, while utilizing an approach that is especially relevant to those whom are disproportionately affected.

AMAAD is seeking a dynamic individual to serve as a Community Engagement & Training Coordinator work collaboratively with the Ending the HIV Epidemic/HIV.E Program Manager to coordinate project schedules, resources, equipment and information; liaison with stakeholders to identify and define project requirements, scope and objectives; ensure that stakeholder needs are met as the project evolves. The successful candidate will have a strong knowledge of the best practices in strengthening communities by providing direct prevention and intervention services through a Community Based Participatory Research (CBPR) framework to individuals and families intended to enhance one's quality of life.

Like all AMAAD employees, Community Engagement & Training Coordinator should demonstrate a strong commitment to the mission and values of AMAAD and should have substantial expertise in all areas of responsibility. Come join an organization that is approaching a decade of offering quality programming and services for the LGBTQ+ community within South Los Angeles – unapologetically.

### KEY RESPONSIBILITIES

#### Partnership

- Support one (1) cohort of Black MSM (i.e., eight – 10 individuals)
- Co-create from start a polished and professional podcast episodes to help us spread our message;
- Develop marking plans to measure the effectivity of the strategies that are intended to raise;
- Develop innovative strategies to engage the audience, build up fan communities across platforms and raise awareness of the podcast channel;
- Ensure that the podcast is running smoothly and effectively;
- Support the development and production of live podcasts

#### Data Management

- Monitor and evaluate (i.e., demographics, performance, and provide recommendations);
- Provide reports and complete special projects, as assigned

#### AMAAD Organizational Responsibilities

- Demonstrate enthusiasm for AMAAD Institute and a strong commitment to its mission in a manner that is intentionally inclusive of BIPOCs, those with intersectional identities, especially LGBTQ+ and/or gender nonconforming people;
- Be an active team member supporting other staff members;
- Participate in AMAAD satellite teams, based on talent, skills, and interest.

### SKILLS AND ABILITIES

- Demonstrated success in service, motivation to affect change, cultural awareness, and knowledge about the needs of community that drives the fulfillment of mission.
- Enthusiastic team builder with strong leadership skills including: podcast marketing, digital

marketing, collaborative skills, and growth marketing.

- Flexible, resilient, self-starter with a good sense of humor.

#### **EXPERIENCE AND EDUCATION**

- Two (2) year experience in the field of podcast production.
- Bachelor's degree, welcomed, or the combination of education, training and experience
- Ability to collaborate with peers and to both give and receive constructive and helpful feedback when needed.
- Functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

#### **COMMITMENT:**

- Temporary Part-Time | November 2023 – June 30, 2024 (no more than 29 hrs per week)
- Approximately, Monday through Friday, 9:00AM – 5:00PM (occasionally later with some weekends depending on programming – noting schedule is flexible based on podcast programmatic needs)

#### **COMPENSATION:**

- (\$25 hr) commensurate with experience and internal equity. All employees are eligible for annual performance-based salary increases. Because we value staff tenure in each role, we do not currently cap salary ranges.
- We offer a comprehensive benefits plan, covering the employee premium for medical, dental, and vision plans. Other benefits include life insurance, generous vacation time and paid holidays, professional development, and a 401K retirement plan with an up to 5% match.

AMAAD Institute is an equal opportunity employer. Black and Indigenous People of Color (BIPOC), and those with intersectional identities, especially Lesbian, Gay, Bisexual, Transgender, Questioning/Queer (LGBTQ+), gender nonconforming people, and allies are encouraged to apply.

#### **HOW TO APPLY**

Qualified candidates please email a cover letter and resume to [jobs@amaad.org](mailto:jobs@amaad.org). Please include all documents as one pdf file and use '**Community Engagement & Training Coordinator**' in the subject line.