



# Job Announcement

Release Date: **June 3, 2010**

Position: **HIV Prevention Coordinator**

**About SMYAL:** The Sexual Minority Youth Assistance League (SMYAL) is the only service organization in the Washington, D.C., metro area solely dedicated to supporting lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth. Founded in 1984, SMYAL is a 501 (c) (3) nonprofit organization.

SMYAL's mission is to promote and support self-confident, healthy, productive lives for LGBTQ youth as they journey from adolescence into adulthood. To fulfill our mission, we concentrate our commitment and energy on five focus areas: (1) Life Skills & Leadership Development, (2) Counseling & Support, (3) Health & Wellness Education, (4) Safe Social Activities, and (5) Community Outreach & Education.

**GENERAL JOB DESCRIPTION:** This individual oversees SMYAL's HIV prevention programs, including implementation of HIV prevention interventions; HIV counseling, testing and referral; coordinating coalition work with subcontractors on HIV prevention project; and outreach for HIV prevention and other related SMYAL programs.

**JOB RESPONSIBILITIES:**

- Oversees implementation of CDC-funded HIV prevention project, including planning for and facilitation of Many Men, Many Voices intervention, serving as point person for subcontractors for project, serving as an organizational contact for CDC program officer, and drafting and ensuring submission of all required CDC reports in a timely fashion, including PEMS data entry.
- Establish and maintain relationships with group participants to enhance and ensure interest in group level interventions
- Collect data for entry into database to evaluate program effectiveness
- Track and respond to referrals given and received during the project
- Provides HIV Counseling, Testing, and Referral (CTR) and Chlamydia and Gonorrhea testing for LGBTQ youth 13-21 at SMYAL and in community
- Conducts outreach at SMYAL social recruitment events/activities for HIV CTR and Chlamydia and Gonorrhea testing
- Manage one weekly program night in SMYAL's after-school Youth Center, including planning activities, managing staff and volunteers, and ensuring space is maintained.
- Represents SMYAL on DC Concerned Providers Coalition.
- Represents SMYAL at community events to recruit prospective volunteers and outreach to prospective youth.
- Submit required internal SMYAL and external agency reports in a timely manner
- Other duties as assigned

**QUALIFICATIONS:**

- Bachelors Degree or equivalent experience in counseling, testing and referral, social work, psychology, public health and/or experience in HIV/AIDS prevention
- Experience with working with adolescents, including youth risk behavior and risk reduction and HIV prevention
- Excellent verbal and written communication skills, and group facilitation skills
- Must be sensitive to issues of diversity, including sexual orientation and gender identity.
- Ability to work efficiently in a sometimes fast-paced environment

**TO APPLY:** To apply, please send resume and cover letter to [hivprogram@smyal.org](mailto:hivprogram@smyal.org). No phone calls.

*SMYAL is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, personal appearance, sexual orientation, family responsibility, physical or mental handicap, or political affiliation.*