

# SOUTHERN ARIZONA AIDS FOUNDATION

## PROGRAM MANAGER JOB DESCRIPTION

**Scope of Work:** The Program Manager coordinates the following prevention programs for the Southern Arizona AIDS Foundation: Youth Empowerment and Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning (LGBTQ) Leadership (YELL); Arizona's Life Links for Youth (ALLY), and the Youth Homeless Demonstration Project (a collaboration with Old Pueblo Community Services). The Program Manager supervises paid and volunteer staff. Programs address substance abuse prevention, HIV/STD prevention, harm and risk reduction, youth empowerment, suicide prevention, and youth homelessness. The primary purpose of the programs is to reduce the behaviors and circumstances that place youth ages 13 – 24 at risk. The Program Manager works with the Associate Director of LGBTQ Prevention Services to design, implement, and evaluate the programs. The Program Manager is a full-time exempt position based at SAAF's Thornhill Lopez Center on 4<sup>th</sup> (TLC4). Position requires the ability to work very flexible hours including some evenings, late nights, weekends and holidays.

### **Functional Responsibilities:**

- Recruit members of the target populations for project activities.
- Recruit YELL coalition members from the 12 community sectors for coalition building and facilitate/coordinate activities of the coalition.
- Coordinate and support ALLY classes, activities, and events with youth.
- Work collaboratively with Old Pueblo Community Services to coordinate Health Education and Prevention Navigation activities for the Youth Homeless Demonstration Project.
- In collaboration with other programs at TLC4, develop and support comprehensive and culturally competent prevention programs for LGBTQ youth, youth of color, allies, and other youth at risk.
- Acts as Manager on duty for TLC4 office and lounge hours as scheduled and needed.
- Hire, supervise, train, and evaluate staff, volunteers, and interns.
- Oversees development of targeted risk reduction media campaigns and behavior change interventions for youth.
- Develops and maintains collaborations with other coalitions, program partners and other community-based organizations to deliver program activities.
- Collect program data and compose regular reports for funding sources, partners, and SAAF.
- Develop and monitor program budgets in collaboration with the Associate Director.
- Provide HIV and Hepatitis C rapid and/or confirmatory testing using rapid testing technologies and venipuncture (blood draw) services.
- Keep current on HIV/AIDS, drugs and alcohol substance use, and other youth health-related issues
- Work collaboratively within the Prevention and Care Services Departments, including but not limited to covering shifts for HIV/HCV testing, Eon Lounge, Syringe Access and/or assisting with unloading food pantry items, programmatic support, etc.
- Participate in agency events and attend program and agency meetings, and training as deemed appropriate/necessary.

- Performs other duties as assigned.
- Reports to the Associate Director of LGBTQ Prevention Services.

### **Required Qualifications**

- Bachelor's degree in social services or health-related field or 3 year's work or volunteer experience in the areas of HIV/AIDS, behavioral health, or social services health-related field.
- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- Demonstrate comprehension and appreciation of diverse cultures and the value of unique identities.
- Ability to work effectively with gay, lesbian, bisexual, transgender, queer, and questioning youth, youth of color, and their peers.
- Readiness to be trained (if needed) and to then perform required phlebotomy- related venipunctures for confirmatory testing
- Responsible, dependable, energetic self-starter who is able to work independently as well as in a team environment.
- Excellent interpersonal, written and verbal communication skills.
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

### **Preferred Qualifications**

- Supervisory/management experience, either with paid staff or volunteers.
- Knowledge and experience in development and implementation of collaborative community prevention projects.
- Experience in writing curricula and designing and conducting educational presentations and workshops.
- Previous experience with housing programs and Housing First Model.
- Experience in development and implementation of targeted educational media campaigns.

**Compensation:** Starting salary of \$39,205 annually, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

**To apply:** Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to: Director of HR, Southern Arizona AIDS Foundation, 375 S Euclid Ave., Tucson, AZ 85719, email to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org).

**Affirmative Action:** The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability.

**Start date:** As soon as possible.