

SOUTHERN ARIZONA AIDS FOUNDATION

YELL COALITION COORDINATOR JOB DESCRIPTION

Scope of Work: The Coalition Coordinator is responsible for day-to-day organization and implementation of the Youth Empowerment and LGBTQ Leadership (YELL) program activities. This position will provide comprehensive substance use prevention and education to prevent or reduce substance misuse among 13 – 24 year-old youth and young adults, including youth of color, Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ) youth, and straight allied youth. The Coalition Coordinator is a full-time, 1.0 FTE, 40 hrs. /wk., non-exempt position and requires the ability to work very flexible hours including some evenings, late nights, weekends, and holidays.

Functional Responsibilities:

- Recruit YELL coalition members from the 12 community sectors for coalition building and facilitate/coordinate activities of the coalition.
- Attend, facilitate and assist in the coordination of YELL Coalition, activities, and events with youth and coalition members.
- Recruit members of the target populations for project activities.
- Deliver YELL curriculum (middle and high school) to youth in charter schools, coalition members, youth serving organizations, and other locations frequented by LGBT youth and their allies.
- Assist with coordination and facilitation of trainings and meetings with collaborators, volunteers, and community members.
- 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.
- Develops and maintains collaborations with other coalitions, program partners and other community-based organizations to deliver program activities.
- Collect and maintain accurate documentation of all activities and events using proper forms, files, and databases and assist in writing program highlights and report writing as needed.
- Provide HIV and Hepatitis C rapid and/or confirmatory testing using rapid testing technologies and venipuncture (blood draw) services, referral to services, and linkage to care.
- Keeps current on LGBTQ health-related issues, HIV/AIDS, viral hepatitis, harm reduction/risk reduction models, substance abuse, and other health-related issues and serves as a resource to other agency and program staff on these topics.
- Work collaboratively within other SAAF 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 Youth Program Manager.

Required Qualifications

- Bachelor's degree in social services or health-related field or 1 year 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, youth experiencing homelessness 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

- Knowledge of and work history with programs serving LGBTQ communities.
- Knowledge and experience in development and implementation of collaborative community prevention projects.
- Experience in writing curricula and designing and conducting educational presentations and workshops.
- Experience in development and implementation of targeted educational media campaigns.

Compensation: Compensation \$17.09 - \$20.67 an hour, DOE; benefits include health, dental, and life insurance; 401(k) with matching, 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 the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to hr@saaf.org or visit www.saaf.org. Open until filled.

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.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.