

**SOUTHERN ARIZONA AIDS FOUNDATION**  
**PROGRAM MANAGER**  
**JOB DESCRIPTION**

**Scope of Work:** The Program Manager coordinates SAAF's Alcohol & Nicotine Prevention Project that's purpose is to provide comprehensive substance abuse prevention and education services to 12 - 20 year old youth and young adults, including youth of color, Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ) youth, and straight allied youth in Pima County. The Program Manager supervises paid and volunteer staff and works with the Director of Programs to design, implement, and evaluate the program activities. The Program Manager is a full-time exempt position that requires the ability to work very flexible hours including some evenings, late nights, weekends and holidays.

**Functional Responsibilities:**

- Work with the Director of Programs to develop, coordinate, and manage collaborative, comprehensive and culturally competent substance use and HIV prevention programming for youth of color, LGBTQ youth, and other youth at risk.
- Keep current on substance misuse and HIV prevention literature; harm reduction/risk reduction models, sexual health, and other health-related issues and serves as a resource to other agency and program staff on these topics.
- Hire, supervise, train and evaluate program staff, volunteers, and interns.
- Oversee implementation of evidence-based interventions addressing substance abuse and HIV.
- Oversee implementation of evidence-based interventions promote positive life skills development and provide substance misuse and HIV prevention education to youth ages 12-20.
- Oversee development of targeted risk reduction social marketing and/or social media campaigns.
- Develop and monitor program budgets in collaboration with the Director of Programs.
- Coordinate the activities of a local Coalition consisting of youth, young adults, service providers, and trusted adults.
- Develop and maintain collaborations with program partners, schools, and other community-based organizations.
- Serve as a representative from SAAF for community events and committees as needed.
- Oversee substance use, cultural competency, best practices in screening youth for substance abuse and nicotine use for professionals and community members.
- Ensure accurate program data collection and timely reporting for funding sources, partners, and SAAF.
- Oversee timely completion of program goals & objectives and other program deliverables.
- Work as a team member with other SAAF staff supporting all prevention projects as needed.
- 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.
- Perform other duties as assigned.
- Report to the Director of Clinical and Prevention Services.

**Minimum Qualifications:**

- Bachelor's degree in social services or health-related field OR 3 years of direct service delivery experience in the areas of substance use, HIV/AIDS, behavioral health, or other social services health-related field.
- Excellent verbal and written communication skills.
- Team oriented/collaborative management style.
- Proficiency with Microsoft Office.
- Sensitivity to and ability to work with diverse populations, including the target populations stated in the Scope of Work.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- Ability to obtain adequate fingerprint clearance through the Arizona Department of Public Safety (Paid for by SAAF).
- Access to reliable transportation, a valid Arizona driver's license and a driving record that will be supported by SAAF's liability insurance provider.

**Preferred Qualifications:**

- One-year supervisory experience.
- Knowledge of SAMHSA's Strategic Prevention Framework.
- Two years' experience in prevention programming especially with youth.
- Knowledge and experience in development and implementation of collaborative community prevention projects.
- Bilingual (English/Spanish).
- Experience implementing curricula, designing/conducting educational presentations/workshops.
- Experience in development and implementation of targeted educational media campaigns.

**Compensation:** Starting range \$38,563 to \$47,236, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance, 401k retirement with matching.

**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 Human Resources, 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). 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.

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