

IRIS HOUSE, INC.

POSITION DESCRIPTION

Position Title: Program Coordinator –AI LGBTQ

FLSA Status: Exempt

Incumbent: New

Department: Prevention

Reports To: Program Manager/Director of Testing & Outreach

Date: November 2022

POSITION SUMMARY Iris House is seeking an organized, detail-oriented Project Coordinator to coordinate the agency's recruitment and facilitation of its program to serve the LGBTQ community, including overseeing outreach and social media content; HIV navigation services including referrals and related follow-up to needed behavioral health, medical and other services; recruitment, organization and, as needed, facilitation of health and vocational workshops.

ESSENTIAL POSITION FUNCTIONS

1. Assist in organization and facilitation of focus groups to develop programmatic services, goals and objectives.
2. Recruit, organize, and lead Health Education workshops and either facilitate or arrange for internal or external experts to facilitate on relevant topics.
3. Recruit, organize, facilitate and work with the Program Director in scheduling and planning the vocational workshops.
4. Coordinate with the marketing consultant on the development of both in-person and virtual outreach materials.
5. Coordinate with social marketing/media consultants on development of posts, follow-up, campaigns and other virtual outreach.
6. Provide HIV Navigation Services, includes referrals and linkages behavioral health, medical and other needed services as well as follow-up.
7. Provide referrals for HIV/HCV/STI testing.
8. Conduct HIV/HCV/STI testing. Provide PrEP/PEP referrals and follow-up.
9. Assist the Program Director and Evaluation Coordinator in CQI and program evaluation, including the creation of client surveys and Social Determinants of Health tracking.
10. Provide periodic and all necessary funder reports to the Director of Testing & Outreach
11. Present to other community based organizations, such as medical and service providers and HIV care network organizations, to cultivate and maintain linkage agreements for reciprocal services and to generate referrals for Iris House HIV/AIDS services.
12. Other tasks as assigned by the Program Manager or other senior staff of Iris House.

POSITION REQUIREMENTS

Education: Bachelor Degree in Human Services or related field or equivalent educational and work experience.

Experience: Minimum of one (1) year of group facilitation and outreach experience working with the target population.

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Other Requirements: Strong group facilitation skills; Knowledge and understanding of HIV Continuum of Care. Excellent communication skills; must be proficient in the use of personal computers. Bilingual English- and Spanish-speaker preferred; Candidates must have experience with Excel, Outlook, and online social media platforms such as Facebook, Twitter, and Instagram. Familiarity with Survey Monkey and Zoom is preferred. Driver's license preferred.

Qualified Candidates please respond via email with a letter of introduction and resume to: Ken De Jesus, Director of Testing and Outreach @ Kdejesus@irishouse.org.