



CAPACITY BUILDING SPECIALIST

POSITION DESCRIPTION

Capacity Building Specialist located in the Washington DC metropolitan area to support implementation of its local technical assistance and capacity building initiatives. This position will work in the Washington DC Eligible Metropolitan Area (EMA) to provide virtual and in-person training and TA to community-based organizations, focused on both HIV prevention as well as care and treatment activities. The CBA Specialist will develop and deliver in-person and virtual training and TA including webinars, workshops and other events to support a wide variety of organizations and service providers, inclusive of community-based organizations, clinics, and health departments across the Washington DC EMA; lead, either independently or in a team, virtual and in-person technical assistance events; integrate the latest research, policy, and programmatic advances in the areas of trauma, social justice, racial justice, and sexual and reproductive health in designing and delivering technical assistance services to the HIV workforce.

SUPERVISORY RESPONSIBILITIES

None

DUTIES/RESPONSIBILITIES

Technical Assistance Development and Delivery

- Research, design, and implement in-person and virtual technical assistance and workshops for CBOs, health departments clinics and other entities in the Washington DC EMA
- Contribute to the development of health promotion materials (including fact sheets, webinars, toolkits, etc.) that are culturally humble; respond to community HIV needs, and integrate current research, health behavior theories, adult learning principles, and instructional design.
- Demonstrate proficiencies in key areas including: HIV prevention, care and treatment, PrEP, community-based service delivery, workshop development, facilitation, harm reduction/syringe services programs_(SSPs), LGBTQ community health, and organizational development, among others.

Partnership Development

- Facilitate partnerships and key stakeholder relationships with clear written and verbal communication
- Establish and maintain cooperative relationships with funding, consultant, and sub—awardee partners, colleagues, capacity building provider partners, and community stakeholders

Program Management

- Participate in and contribute to team, department, and organization-wide meetings, reporting, development, work groups, and expansion activities
- Ensure timely and correct documentation and reporting on administrative responsibilities
- Other duties as assigned related to program monitoring and evaluation

SALARY RANGE

- \$60,000 to \$70,000 commensurate with experience.

REQUIRED SKILLS/ABILITIES

- Bachelor's degree preferred. Three years of relevant experience (e.g. health educator, trainer, consultant, etc.) can be substituted for bachelor's degree
- Outstanding written and verbal communication and strong interpersonal skills;
- Detail-oriented with exceptional project & time management skills and ability to work independently;
- Proficient in Microsoft Office Suite and desired experience with Smartsheets and Salesforce;
- Demonstrated experience with developing and delivering health-focused trainings/workshops and materials for adult learners
- Bilingual (Spanish) desired

WORKING CONDITIONS

Work is generally performed within an office environment and includes significant phone and email engagement with colleagues, CBOs, health department staff, capacity building providers, funding partners, and the wider public. Working conditions when performing remote work may vary. Potential for long-term and/or permanent virtual office.

TRAVEL

Position requires moderate travel (between 5% and 10% of time).

AIDS United is an Equal Opportunity Employer and dedicated to diversity in the workplace. AIDS United does not discriminate on the basis of race, color, religion, national origin, gender, gender expression, gender identity, sexual orientation, genetic information, veteran status, physical or mental disability and any other categories protected by applicable federal, state or local law. Applicants living with HIV and/or from communities disproportionately affected by HIV and AIDS are strongly encouraged to apply.