



## POSITION DESCRIPTION

**Title:** Senior Education Coordinator (HIV Prevention)

**Reports to:** Senior Manager

**Application Deadline:** Applications Accepted Until Position is Filled

### **Description:**

The Senior Education Coordinator (HIV Prevention) will support HealthHIV's National HIV E-learning Training Center to provide online education and training for state and local health departments, community-based organizations, health centers, and other health service organizations providing HIV prevention and care services.

HealthHIV's E-learning products are designed to improve the programmatic, clinical, and administrative capacity of the public health workforce. The Senior Education Coordinator will support the development of educational materials and implementation of online educational products to improve the knowledge, skills, and competencies of learners. They also will assist with the facilitation of state-of-the-science education and training for a variety of providers (clinical, case managers, navigators, other front-line providers), conduct needs assessments, and facilitate productive client partnerships. Specialization in health equity, racial and ethnic minority health, and LGBTQ health is strongly desired.

The Senior Education Coordinator additionally will support needs assessment, data collection, and research activities to ensure timeliness, relevance, and accuracy of HIV prevention and care content. The successful candidate will help summarize and interpret data and information from research, news releases, white papers, local and national guidelines, and surveillance reports.

### **Requirements:**

BA or BS in public health, behavioral health, health administration or a related field required. Minimum of three (3) years related work experience combined with the ability to demonstrate the needed skills and abilities for this position. The applicant will have experience coordinating, developing, designing, writing, or editing education and training activities. Interest and ability to visualize and create graphics of key information is desired. Strong competencies in the field of HIV prevention and care, sexual and behavioral health, and implementation of public health interventions is desired. It is recommended that the applicant have knowledge and skills to support education and training in the areas of HIV prevention and care strategies; sexual health; and/or viral hepatitis. Knowledge of HIV testing and PrEP are strongly desired. Applicants should have experience implementing online education and/or training programs.

This full-time position is based at HealthHIV's Washington, DC office. Remote work from outside of the DC area may be considered.

### **Skills and Abilities Needed:**

- Possess excellent oral and written communication skills.

- Possess strong organizational skills.
- Ability to manage multiple deliverables and meet deadlines.
- Be resourceful.
- Possess strong attention to detail.
- Ability to work and complete deliverables independently.
- Deliver quality customer service and work products.
- Work effectively independently as well as part of a team with diverse staff.
- Proficient use of Microsoft Office applications including the Google suite, and Microsoft Word, PowerPoint, and Excel.
- Demonstrated familiarity with virtual learning and web meeting platforms (e.g. Zoom, Lectora, Adobe Captivate, Moodle).
- Possess competencies in HIV prevention and care, STIs, sexual health, LGBTQ health, and other comorbid conditions.
- Demonstrated willingness and ability to learn new skills related to online education and training.
- Demonstrated ability to maintain professional client relationships with funders, partners, and other external parties.

**Key Functions:**

- Collect and interpret critical data, news, and research related to HIV prevention and care.
- Conduct needs assessment and develop literature review documents to guide educational programming.
- Write and edit educational content on HIV prevention topics.
- Create creative and innovative adult learning educational products.
- Coordinate development and delivery of asynchronous online education and training.
- Coordinate scheduling and hosting of meetings with internal and external parties.
- Support Senior Manager with project deliverables and timelines.
- Develop job/practice aids for E-learning courses.
- Coordinate the development of error-free, educational products and tools.
- Coordinate status updates and next steps for assigned deliverables.
- Support implementation of state-of-the-science and client-centered education in HIV, STIs, sexual health, and LGBTQ health for a variety of public health audiences (e.g. clinical providers, case managers, program managers, navigators, other front-line providers).

**Benefits:**

- Non-Exempt.
- Salary range: \$50,000- \$60,000 commensurate with experience
- Comprehensive health benefits (Domestic Partners are eligible for coverage).
- Retirement benefits (eligible to join the 403b plan after the three-month introductory period). Twenty-three days (minimum) of paid personal leave (accrual begins on start date at 7.19 hours per pay period).

**How to Apply:**

Resumes must include a one-page cover letter and brief professional/academic writing sample (2-3 pages max) and should be submitted to [jobs@healthhiv.org](mailto:jobs@healthhiv.org) with "Senior Education Coordinator" in the subject line. Only those selected for an interview will be contacted. No phone calls please. Applications will be accepted until the position is filled.

**Employer's Rights:**

This job description is not inclusive of all responsibilities or duties related to the position and may be revised at any time. Other duties and responsibilities may be assigned as required by the project or the organization. Employment with HealthHIV is at-will, and as such, the employment relationship may be terminated at any time, with or without cause.