



PROGRAM COORDINATOR

Job Summary: Responsible for managing the agency’s Link Specialist program and “Living Well with HIV” program for people living with HIV/AIDS. This team member works collaboratively with agency staff, agency volunteers, faith communities, healthcare providers, community groups, and social service agencies, to ensure that the programs’ goals and objectives are successfully met.

Job Impact: Providing education, support, and empowerment to Tucson’s HIV/AIDS community, the Program Coordinator supports people living with HIV by connecting them with Link Specialist support services, Living Well classes, and other resources that help them achieve their goals to live well.

Qualifications:

- Bachelor’s Degree (preferred)
- One year or more of experience in social services or related area (required), including volunteer supervision experience (preferred)
- Ability to work independently, delegate effectively, set priorities, and meet deadlines
- Competency in Microsoft Office (especially Excel)
- Knowledge of HIV-related issues, interfaith and multi-cultural issues
- Strong critical thinking and problem-solving skills
- Clear oral and written communication, and customer service skills
- Bilingual--English/Spanish (preferred)

Duties and Responsibilities:

- Day-to-day management of agency’s Link Specialist program, including training, supervising, and supporting Link Specialist volunteers; coordinating volunteer schedules; and ensuring consistent service delivery and program procedures
- Provides Link Specialist support to clients as needed in the absence of a Link Specialist volunteer
- Day-to-day management of agency’s “Living Well with HIV” program, including planning classes according to client needs and interests; working with local agencies and professionals; and carrying out marketing activities
- Develops and maintain working relationships with key individuals, faith communities, healthcare providers, community groups, and social service agencies
- Promotes all TIHAN programs and services through newsletter announcements, flyers and pamphlets, and communication with community partner providers
- Maintains records (database and files), systems of confidentiality, and program evaluation, as well as implementation of agency policies
- Performs other duties as assigned

Reports to	Program Manager
Work Schedule	Full-time, occasional evenings and weekend hours required
FLSA Status	Exempt

Qualified applicants may submit a cover letter, resume, and three professional references to scott@tihan.org. No phone calls, please.