

DIRECTOR OF EDUCATION AND COMMUNITY RELATIONS
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Job Summary: Responsible for coordinating HIV/AIDS awareness and education programs within the community to include: developing HIV/AIDS awareness and prevention materials for faith communities, training for volunteers, program administration and education/curriculum planning. Additional responsibilities include training and supporting TIHAN volunteers, working closely with liaisons and congregations, coordinating agency publicity, and building relationships with other agencies, service providers, and the general community.

Qualifications:

- Bachelor Degree in education, public health, or related field
- Minimum three to five years experience in volunteer coordination, program administration and education/curriculum planning
- Excellent communication and organizational skills, including public speaking and presentation experience
- Experience in the area of public relations and the ability to interact with electronic and print media
- Knowledge of HIV/AIDS and related issues
- Sensitivity to interfaith and multi-cultural issues
- Ability to interact with a diversity of volunteers and clergy from all backgrounds
- Microsoft Office competency
- Ability to maintain strict confidentiality
- Bilingual, preferred

Duties and Responsibilities:

- Responsible for overseeing and coordinating HIV/AIDS awareness and education programs in Tucson's religious community
- Responsible for program administration and education/curriculum planning
- Planning and overseeing training sessions for volunteers
- Responsible for volunteer coordination for TIHAN educational opportunities, including TIHAN Speakers' Bureau
- Update and implement HIV/AIDS awareness and prevention materials for faith communities
- Coordinating continuing education programs for current volunteers
- Responsible for press relations
- Maintaining relationships with other community agencies and coordinating participation in key community events
- Work with TIHAN faith community liaisons and coordinate communication, visibility, and connection with TIHAN member faith communities.
- Responsible for supporting and maintaining effective relationships with TIHAN member faith community staff and liaison personnel.
- Other duties as required/assigned

Reports to	Executive Director
Work Schedule	Part-time (25 hours/week). Flexible schedule, some evenings and weekends required
FLSA Status	Exempt

To apply, submit cover letter, resume, and three references to scott@tihan.org