



## **INTERSECTIONALITY AMONG MEN (I AM) PROGRAM COORDINATOR**

### **POSITION SUMMARY:**

Coordinates the Intersectionality Among Men (I AM) project, using the evidence-based HIV-prevention intervention Mpowerment adapted for young Black same-gender-loving (SGL) men.

The Program Coordinator partners with Managers to implement programs designed to address health disparities (STI/HIV, alcohol and other substance misuse) among young, Black gay, and bisexual men in Milwaukee through capacity building and leadership development.

### **REPORTING RELATIONSHIP:**

- Reports to HIV & STI Prevention Program Manager.
- May provide work direction to interns and volunteers.

### **ESSENTIAL FUNCTIONS:**

- Coordinates the project and ensures different activities such as social outreach events, publicity, and M-groups are carried out.
- Prepares and presents social outreach efforts for Black same-gender-loving men at gay bars, community events, and events that the Project hosts. Distributes promotional materials about events at various venues.
- Prepare and hold various types of events including, but not limited to, recurring activities held at the Project space, larger events that occur periodically, and special one-time events.
- Develop attractive promotional materials for safer-sex promotion, informal outreach, general publicity about the Project, and m-groups.
- Conducts outreach to potential program participants and facilitates evidence based curriculum.
- Ensures that recruitment for M-groups occurs at every outreach activity the project hosts and that all volunteers, including core group members, attend M-groups.
- Plans for and conducts ongoing evaluation of how the Project is going, and the extent to which the program is being implemented with fidelity to the original ideas and methods of the Intersectionality Among Men Project.
- Supports Core Group in leadership development, event planning, programming, and outreach.
- Organizes Core Group meetings

- Oversees and/or maintains organizational files, binders, records, logs, etc. Usually is responsible for maintaining the most confidential files. Identifies need for additional recordkeeping and establishes same.
- Utilizes a high degree of autonomy throughout the workday.
- Frequently uses confidential information and communicates diplomatically to maintain confidentiality.
- Performs other duties as assigned or as necessity dictates.
- The incumbent is responsible for adhering to established service standards of cultural competency and reinforcing those standards with peers, team members.

**SPECIALIZED KNOW-HOW & REQUIREMENTS:**

- Bachelor’s degree preferred.
- One to three years relevant experience in paid/volunteer work in HIV prevention, community building, or Black gay related issues.
- Must be willing to work evenings and some weekends.
- Familiarity and experience working with the needs of the population.
- Must demonstrate ability to create complex documents or reports.
- Must regularly enhance computer skills by completing appropriate training classes.
- Excellent interpersonal, communication, and customer service skills.
- Excellent detail-oriented organizational, analytical, and problem solving skills involving established methods or practices; demonstrated ability to make appropriate decisions.
- Excellent written and verbal communication skills.
- Ability to work with a high degree of autonomy throughout the workday.
- Valid Wisconsin Driver’s License and access to an operating vehicle with auto insurance coverage.
- Sharing a commitment to Diverse & Resilient’s mission to achieve health equity and improve the safety and well-being of LGBTQ people and communities in Wisconsin.
- Cooperative, friendly, and helpful attitude with all others. Ability to work closely with others to ensure a positive, constructive environment throughout the agency.

**COMPUTER SKILLS:**

- Adept with word processing and spreadsheet applications.
- Proficient with multiple, intermediate-level computer applications.
- Proficient with software applications unique to the organization (i.e., graphics software, data reporting software, spreadsheets, etc.).

**MENTAL/PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, and lift frequently throughout the workday.
- Occasionally lifts items weighing up to 20 lbs.
- Must have functional speech, vision, and hearing.
- Operates all equipment necessary to perform the job.
- Exposed to a normal office environment

### **Compensation**

Diverse and Resilient offers a starting salary range of \$33,000 to \$38,000 for this position and a competitive benefits package, including more than four weeks paid time off in the first year (15 days, and 9 office holidays), medical and dental coverage for staff members, life insurance, short- and long-term disability insurance, an optional 401(K), and generous work schedule flexibility.

### **Equal Opportunity Employer**

Diverse & Resilient is an equal opportunity employer. We embrace diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

### **To Apply:**

To apply, send resume and a brief letter of interest to Mark Neufang, Diverse and Resilient, 2439 N Holton St, Milwaukee, WI 53212 (mneufang@diverseandresilient.org). We will accept resumes until **March 4, 2019, or until the position is filled.** No phone calls please.