

AIDS RESEARCH ALLIANCE

is seeking candidates and referrals
for the position of

Community Educator

Overview

AIDS Research Alliance is seeking candidates for the position of *Community Educator*, who will provide HIV/AIDS medical research education and outreach to the Greater Los Angeles community. This position reports to the Director of Community Education and Outreach.

About AIDS Research Alliance

AIDS Research Alliance is a non-profit HIV/AIDS medical research organization based in Los Angeles, California. For twenty years, we have been dedicated to finding a cure for AIDS, better ways of preventing new HIV infections, and improved treatments for those living with HIV/AIDS.

Profile of the position

Purpose

The Community Educator position consists of work in two different areas: community education and outreach.

Level of work

Reports to the Director of Community Education & Outreach.

Exemplary functions of position

Note: These examples are intended only as illustrations of the various types of work to be performed. The actual work may differ.

- Assist in the preparation, coordination, and conduct of community education activities about HIV/AIDS clinical research both internally and externally. This includes liaising with community groups, event planning and promotion, as well as related follow-up;
- Develop and foster relationships with providers serving the affected and infected community throughout Los Angeles County;
- Assist in the dissemination of information on HIV/AIDS clinical trials at AIDS Research Alliance to targeted populations throughout Los Angeles County;
- Coordinate AIDS Research Alliance's participation in community-wide events including LGBT pride events, community festivals, and health fairs. This includes organizing outreach materials (banners, signs, fliers, etc.) and volunteers (both staff and community volunteers) as well as attending events as needed;

- Coordinate mailings and emails to Priority Notification Program mailing list. This includes working with the mail house and AIDS Research Alliance staff, and ensuring the electronic dissemination of the study letters, as appropriate;
- Keep patient waiting room stocked with current brochures, magazines, and other educational materials related to HIV/AIDS clinical research and community events;
- Attend HIV/AIDS-related trainings, in-services, and conferences, as appropriate.

Minimum qualifications

- A baccalaureate degree or equivalent preferred.
- 3 to 5 years experience working with HIV/AIDS community-based organizations in Los Angeles
- 3 to 5 years experience working as community educator, mobilizer, and/or advocate
- Knowledge of HIV/AIDS issues; HIV/AIDS clinical research knowledge/experience preferred
- Current HIV Prevention Counselor certification desired, but not required.
- Experience working with communities of color
- Ability to work in a fast-paced environment
- Strong interpersonal skills
- Strong writing, presentation and organizational skills
- Self-starter attitude
- Strong computer skills and experience working with MS Word, Excel, and the Internet
- Current CA driver's license and car

Substitutions

None.

Compensation

- Annual salary is commensurate with experience.
- Excellent benefits package.
- This is a regular, full-time, exempt position.

Application

- If interested in applying, please send resume, cover letter, and salary requirements via email to jobs@aidsresearch.org.
- If interested in referring a potential candidate, please have the candidate send a resume via email to jobs@aidsresearch.org.
- AIDS Research Alliance is an Equal Opportunity Employer.
- No phone calls.