Job Description ~ Open Position
AIDS Alabama South
OUTREACH COORDINATOR

Reports to
Director of Prevention Education & Outreach and Executive Director

Minimum Qualifications
Bachelor’s degree from an accredited college or university;
Public speaking and grant writing;
Excellent writing and speaking skills required;
Able to work occasional weekends and evening events;
Reliable transportation, valid driver’s license, automobile insurance,
and good driving record;
Must pass background and drug screenings/checks.

Preferred Qualifications
Experience in a non-profit setting.

Overall Mission
Community Outreach.

Areas of Responsibility
1. Present AIDS Alabama South’s approved HIV prevention curricula to schools and community organizations;
2. Through relevant external training and conferences, the Outreach Coordinator promotes AIDS Alabama South’s HIV services, fosters community partnerships, and stays up-to-date with current developments and best-practices related to PrEP and HIV prevention;
3. Provide HIV testing at the main office, community events, and in the community as needed and scheduled;
4. Conduct bar outreach;
5. Prepare/pack materials/equipment needed for rural testing events using the mobile testing unit;
6. Drive the mobile testing unit to testing events when needed;
7. Assist with cleaning and maintaining mobile testing unit, as needed;
8. Maintain a tracking system of presentations and literature, condoms, and marketing materials distributed;
9. Research prevention education grant opportunities, write grants, and ensure grant compliance of funded proposals;
10. Assist Development Manager with agency events;
11. Conduct outreach in rural areas to successfully build partnerships and administer educational activities on HIV prevention as well as HIV Rapid and Insti testing;
12. Meet with the Director of Prevention regularly to ensure that all program deliverables are met;
13. Maintain a monthly schedule of Education Department events utilizing Outlook for Email and Calendar;
14. Oversee and coordinate outreach activities;
15. Assure that all literature and condoms are ordered, inventoried, and readily available for consumers and general public;
16. Maintain material, supply, and equipment storage areas in an organized and clean manner;
17. Routinely delivers free condoms, barrier methods, and HIV educational material for distribution;
18. Stays current on local resources and consistently identifies new collaborative partners in each county for HIV+ individuals (including PrEP, housing assistance, support groups, etc.).

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19. Build new collaborative relationships with other community based organizations and institutions across our service area;
20. Assist in identifying, developing, and establishing community distribution sites to increase service delivery to behaviorally-defined priority populations of men who have sex with men and of high-risk individuals and geographic areas;
21. Complete screenings to identify readiness for PrEP and possible barriers to accessing biomedical prevention care;
22. Assess the needs of the community in which prevention programming will be implemented, as well as the needs of underserved populations within that community, through outreach assessments and research to effectively meet their diverse needs;
23. Assist Director of Prevention as needed;
24. Other duties as assigned.

**Work Environment**

1. Physical Requirements: Computer usage, telephone usage, prolonged periods of standing, stooping, bending, and sitting; and the ability to lift up to 50 pounds.
2. Will use personal vehicle for work related travel with mileage reimbursement.
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI’s) as well as impaired cognitive behaviors.
4. Schedule: Work hours are full-time, hourly, 40 hours per week and might occasionally include nights and/or weekends.

**Overall Expectations**

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama/AIDS Alabama South, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama/AIDS Alabama South expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama South is an equal opportunity employer.**

_____________________________  _____________________________
Employee’s signature      Date

_____________________________  _____________________________
Human Resources signature (or assigned designee)  Date