



POSITION AVAILABLE

Health & Wellness Program Coordinator

Title: Health and Wellness Program Coordinator
Reports to: Membership Services Director
Purpose: To coordinate the Health & Wellness Education Program, which will provide educational services for individuals living with HIV/AIDS

Responsibilities:

- A. Coordinate Health & Wellness Education Program for individuals living with HIV/AIDS who use The Aliveness Project's programs and services.
- B. Plan and coordinate Health & Wellness workshops to address a variety of issues related to living with HIV/AIDS, managing one's own health care, HIV treatment, and related topics.
- C. Provide short-term individual counseling, health education, and referrals to community resources for individuals living with HIV/AIDS.
- D. Work collaboratively with other staff to provide advocacy and referrals for appropriate services for workshop participants.
- E. Supervise peer educator and coordinate other program activities.
- F. Complete and maintain records and reports required for government grants and other funders.
- G. Other duties, as assigned.

Desired Education and Experience:

Bachelor's Degree in public health or related field and/or at least one year of experience in HIV/AIDS field; or a combination of education and experience providing equivalent knowledge.

Qualifications:

- A. Previous experience in coordination of training, health education, community development, and/or social services related to HIV/AIDS.
- B. Experience demonstrating capacities as a trainer, public health educator, community educator or related professional experience.
- C. Demonstrated ability to address HIV/AIDS health issues, and specific experience working with individuals living with HIV/AIDS.
- D. Previous experience working with gay/bisexual men, people of color, injecting-drug users, and/or homeless and low-income populations.
- E. Excellent written and verbal communication skills. Good organizational skills.
- F. Good interpersonal skills; must enjoy working with diverse groups of people.
- G. Valid driver's license and reliable vehicle.
- H. Previous experience using PC computer systems (Microsoft Word, Access, Excel, PowerPoint), Internet, and e-mail programs.

Hours: 12-15 hours per week, including some evening and weekend hours

Salary: \$14-15.00 per hour, depending on previous experience. No benefits are provided with this position.

No telephone or e-mail inquiries, please.

To apply, please submit resume with cover letter or complete job application

Due by 3:00 p.m. on Friday, April 18 to:

**The Aliveness Project, 730 East 38th Street, Minneapolis, MN 55407
PH: 612-822-7946 FAX: 612-822-9668 www.aliveness.org**