

NATIONAL NATIVE AMERICAN AIDS PREVENTION CENTER

JOB ANNOUNCEMENTS

Background

The National Native American AIDS Prevention Center, located in Oakland, California, was incorporated in 1987 by a network of concerned Native people who advocated and promoted the need for HIV prevention education created by and for Native communities. NNAAPC has been funded by the Centers for Disease Control and Prevention (CDC) and the Health Resource Service Administration (HRSA) to provide capacity-building assistance to American Indian-, Alaska Native-, and Native Hawaiian- serving organizations that offer HIV/AIDS prevention services. Please visit our website www.nnaapc.org.

Mission

The mission of the National Native American AIDS Prevention Center (NNAAPC) is to stop the spread of HIV and related diseases among American Indians, Alaskan Natives, Native Hawaiians, (collectively, Native people) and to improve the quality of life for those infected and affected by HIV/AIDS. The main goal of NNAAPC programs is to apply the Center's expertise to improve the health of the Native peoples through the reduction of risks that lead to life-threatening disease. The program staff provides technical assistance, training, workshops, and facilitated discussions relevant to HIV in Native communities across the nation through the use of Native-directed approaches.

Program Description

NNAAPC recently received funding to support a regionally-targeted capacity-building program that offers technical assistance and training to Native community-based programs to strengthen infrastructure and program capacity to carry out HIV prevention activities. The capacity-building program provides community-tailored assistance to develop, evaluate, and sustain HIV prevention interventions. The program began April 1, 2004.

Workplace Environment

NNAAPC staff is a group of hard-working, dedicated, skilled individuals who spend a lot of time interfacing with the public – on the phone, on the computer, on an airplane to destinations not commonly well traveled. We are searching for a talented, creative, committed, and witty individual who has a strong work ethic, a self-motivated personality, and an appreciation for teamwork.

Open positions

HIV Prevention Specialist
Organizational Development Specialist
Education Specialist
Youth Program Coordinator
Finance Assistant

How to apply: Please submit a cover letter and résumé with relevant salary history that responds to the specific qualifications listed for each job description, to Laura Oropeza, Deputy Director, National Native American AIDS Prevention Center, 436 14th Street, Suite 1020, Oakland, CA 94612. Resumes may be faxed to (510) 444-1593 or emailed to: jobs@nnaapc.org.

Job Title

HIV Prevention Specialist

Status

Full-time

Supervisor

Project Director

Function

The CBA Specialist is responsible for developing and implementing capacity-building work plans and building relationships with members of a Native coalition, community-based organizations, and health departments.

General Duties

- Conduct needs assessments and to develop objectives and a time-phased capacity-building assistance (CBA) work plan to identify and implement prevention interventions
- Assist CBA recipient agency with implementation of CBA work plan, including retention of consultants, development of independent contract agreements, and monitoring of CBA work plan progress
- Work with Program Evaluator to build effective program evaluation into all CBA work plans
- Work with coalition partner sites to build regional capacity – facilitate linkages between organizations, including conference calls, face-to-face meetings, and training sessions
- Establish partnerships and cultivate linkages with State Health Department staff
- Conduct cultural competency workshops for State Health Department staff
- Submit required information to the CBA Coordinator for evaluation and reporting
- Host Community Advisory Group meetings
- Market CBA services
- Other duties as assigned by the Project Director

Qualifications required

- Master's Degree in Public Health, Social Work, or related field
- Five years experience in HIV/AIDS or other behavioral health field
- Grounding in HIV prevention intervention research
- Experience working with Native communities
- Excellent oral and written communication skills
- Demonstrated ability to provide technical assistance, one-on-one mentoring, and small-group training sessions
- Computer skills, including word-processing and data management
- Ability to travel, on average, 5 days per month

Job Title

Organizational Development Specialist

Status

Full-time

Supervisor

Project Director

Function

The CBA Specialist is responsible for developing and implementing capacity-building work plans and building relationships with members of a Native coalition, community-based organizations, and health departments.

General Duties

- Conduct needs assessments and to develop objectives and a time-phased capacity-building assistance (CBA) work plan to address organizational infrastructure needs
- Assist CBA recipient agency with implementation of CBA work plan, including retention of consultants, development of independent contract agreements, and monitoring of CBA work plan progress
- Work with Program Evaluator to build effective program evaluation into all CBA work plans
- Work with coalition partner sites to build regional capacity – facilitate linkages between organizations, including conference calls, face-to-face meetings, and training sessions
- Establish partnerships and cultivate linkages with State Health Department staff
- Conduct cultural competency workshops for State Health Department staff
- Submit required information to the CBA Coordinator for evaluation and reporting
- Host Community Advisory Group meetings
- Market CBA services
- Other duties as assigned by the Project Director

Qualifications required

- Master's Degree in Non-Profit Administration, Public Health, or related field
- Five years experience in organizational development through employment and/or as a consultant
- Experience working with Native communities
- Excellent oral and written communication skills
- Demonstrated ability to provide technical assistance, one-on-one mentoring, and small-group training sessions
- Computer skills, including word-processing and data management
- Ability to travel, on average, 5 days per month

Job Title

Youth Program Coordinator

Status

Full-time

Supervisor

Project Director

Function

This position is responsible for implementation of the Capacity-building Program for Native Youth-serving Organizations

General Duties

- Develop resources, training materials, comprehensive needs assessment tool, and other tools for providing capacity building services to Native youth programs
- Work in collaboration with partner technical assistance providers to coordinate and administer needs assessments for youth-serving organizations
- Work in collaboration partner technical assistance providers to devise and implement a follow-up plan that addresses needs identified in organizational assessments
- Coordinate and provide capacity-building services to Native youth programs, health departments, and other youth-serving HIV prevention programs
- Plan and facilitate local and regional conferences, and trainings for youth-serving organizations
- Participate in the documentation of CBA activities and services, including quality assurance activities, NNAAPC CBA Database entries, and quarterly program reports
- Participate in grantee meetings, professional meetings, conference presentations
- Complete other duties as assigned by the Project Director

Qualifications required

- Master's Degree in Health Education, Public Health, Social Work, Psychology, or related field and/or Bachelor's Degree with a minimum of five years relevant professional experience
- Theoretical grounding in education, health education, addictive behavior, psychology, and/or public health, and HIV/AIDS and other sexually-transmitted diseases
- Knowledge and experience working with Native American youth, especially youth-at-risk
- Ability to work well with others, work collaboratively with regional partners, consultants, etc.
- Ability to work with minimal supervision as part of a professional team
- Strong self-discipline, motivation, and commitment
- Able to travel as necessary
- Strong oral skills, ability to present and produce reports, etc.
- Well-developed written and analytical skills
- Computer proficiency in Word, PowerPoint, Excel, and a basic statistical package

Job Title

Education Specialist

Status

Full-time

Supervisor

Project Director

Function

This position is responsible for the development of educational materials, including training programs, curricula, and corresponding PowerPoint presentations on HIV prevention in Native communities.

General Duties

- Modify NNAAPC-developed HIV Prevention Tool Kit
- Develop materials for Counseling Testing Referral Services training
- Adapt selected evidence-based interventions (Community Promise, Safety Counts, Street Smart, and others)
- Prepare “Prevention With Positives” training for replication or “boxing” and develop media support materials (CD-Rom discussion guide)
- Update and modify Native-specific education brochures
- Prepare report on best practice models and “lessons learned” when adapting HIV prevention interventions for Native communities
- Identify organizational development training instruments and customize to meet the needs of Native organizations
- Prepare report on results of organizational development training within Native organizations and “lessons learned” when adapting standard non-profit business practices to Native organizations
- Develop articles for “Seasons” newsletter
- Participate in the documentation of CBA activities and services, including quality assurance activities, NNAAPC CBA Database entries, and quarterly program reports
- Participate in grantee meetings, professional meetings, conference presentations
- Complete other duties as assigned by the Project Director

Qualifications required

- Master's degree in public health, education, social work, or related field required.
- Minimum of four years in developing health education materials/curricula. Public speaking and professional writing skills required.
- Experience working with Native communities
- Excellent oral and written communication skills
- Demonstrated ability to provide technical assistance, one-on-one mentoring, and small-group training sessions
- Computer skills, including word-processing and data management
- Ability to travel, on average, 5 days per month

Job Title

Finance Assistant

Status

Full-time

Supervisor

Finance Manager

Function

The Finance Assistant is responsible for managing Accounts Payable for the agency (monthly invoices, travel-related reimbursements, consultant and contractual payments, etc); inputting other GL entries as needed; filing and maintenance of accounting-related documents; maintaining consultant contracts; maintaining equipment/asset files; assisting with annual audit and assisting with managing the organization's accounting system.

General Duties

- Coordinate and prepare for payment all check requests and vendor invoices including verifying and attaching purchase orders and receiving slips to vendor invoice.
- Book entries to agency's accounting computerized accounting system. Audit all accounts payable transactions according to agency policy. Handle vendor communication and correspondence as needed.
- Prepare monthly A/P reconciliation, including prepaid and accrual accounts.
- Prepare wire-transfer requests and/or bank deposits as needed; maintain checking account balances.
- Prepare and input other general ledger transactions as needed.
- Assist with preparation of annual audit schedules.
- Research equipment and supply purchases and/or leases as needed.
- Maintain consultant contracts and submitting reports to EDD as needed; maintenance of vendor files and preparing annual 1099's.
- Coordinating NNAAPC trainings and events with the Event Coordinator as needed (may include site/vendor selection, being primary administrative contact with hotel staff prior to training and preparing purchase orders accordingly).
- Provide backup administrative support for general office functions that may include word processing, updating database, reception, photocopying, filing, mailings, ordering supplies.
- Perform any other department or agency related duties or special projects as directed by Finance Manager.

Qualifications required

- Associates or Bachelors Degree in Accounting and 1-3 years of recent accounting experience required
- Experience in MIP Fund Accounting preferred
- Familiarity with MSOffice applications, with advanced knowledge of Excel
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Professional demeanor within a small non-profit environment