



## POSITION DESCRIPTION

**Position Title:** Senior Associate, Prevention  
**Salary Range:** \$55,000-\$60,000  
**Location:** Washington, D.C.  
**Reports to:** Senior Manager, Prevention

### **Purpose and Description**

The Senior Associate, Prevention, as part of NASTAD's Prevention team, supports the organization's capacity to support health departments' (HDs) implementation of [Ending the HIV Epidemic](#) plans. The position works primarily on NASTAD's CDC-funded "Strategic Partnerships and Planning to Support Ending the HIV Epidemic in the United States" (PS19-1906 Component A) project to provide technical assistance to HDs implementing CDC PS20-2010 Component A.

The Senior Associate, Prevention will work closely with Managers, Prevention to elevate NASTAD's virtual technical assistance efforts. In particular, the Senior Associate will assist with technical logistics pertaining to the virtual EHE Implementation Technical Assistance meeting, TelePrEP E-Learning Course, HIV Status Neutral Housing Learning Collaborative, as well as provide support to virtual engagement efforts between CDC Division of HIV/AIDS Prevention and PS20-2010 Component A recipients. Additionally, the Senior Associate, Prevention will disseminate information via the EHE listserv and update the EHE directory on an ongoing basis.

This position does not supervise staff.

### **Essential Functions**

- Oversee updates to, communication dissemination, and information gathering of NASTAD's EHE listserv, microsite, and directory;
- Coordinate multiple Communities of Practice (CoP) pages, with input from Managers, Prevention, on NASTAD's e-learning environment known as Online Technical Assistance Platform (OnTAP);
- Triage and direct incoming technical assistance requests, and assist with reporting/quality assurance;
- Support implementation of activities to promote NASTAD's EHE technical assistance activities;
- Collaborate with NASTAD staff to produce technical assistance materials (i.e., toolkits, webinars, issue briefs, training presentations, etc.);

- Assist with the development, promotion, implementation of the TelePrEP learning collaborative e-learning course and Housing Learning Collaborative and related materials;
- Support logistical coordination with various project partners and consultants to maintain production timelines;
- Assist with the implementation of new online PrEP financing projects, such as PriceMyPrEP and PrEPCoverageCheck, including website maintenance and coordination work with subject matter experts;
- Contribute to training and technical assistance facilitation related to EHE prevention activities;
- Perform other duties as assigned.

### **Minimum Competencies**

#### **Skills/Knowledge/Abilities**

- Demonstrated interest in public health, HIV (or a related field).
- Demonstrated experience using or managing distance-learning platforms.
- Experience coordinating projects while interfacing with multiple entities.
- Attention to Communication: The ability to ensure clear verbal and written information is passed on to those who should be kept informed.
- Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
- Strong organizational and time management skills.
- A track record of creative problem-solving skills.
- Satisfactory training and facilitation skills.

#### **Experience/Education**

- Bachelor's degree or equivalent (4 years of work experience is equivalent to a Bachelor's degree) and at least one year of work experience in public health, public policy or related fields.

#### **Visual Acuity, Hearing and Speaking**

- Excellent verbal and written command of the English language.
- Advanced Written Communication: The ability to use formal writing styles or advanced literary techniques and formats suited to the audience.

#### **Environment and Scheduling**

- Interest in working in an HIV/AIDS public health organization.
- Interest in working within a diverse work environment.
- Demonstrated commitment to cultural humility/cultural responsiveness.

### **Employer's Statement and Rights**

This job posting does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in a job description based on this posting that will be given at time of hire.

The employer has the right to revise a job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any lawful reason.

### **To Apply**

Interested individuals should complete the position application via NASTAD's [website](#). Please include a resume and cover letter in the application.