



MAIN OFFICE:
24 W 25th Street, 9th Floor, New York, NY 10010
REGIONAL OFFICES:
5720 Fayetteville Rd. Suite #201, Durham, NC 27713
1001 West Cypress Creek Road, Suite 320G, Fort Lauderdale, FL 33309
(212) 675-3288 • www.latinoids.org

The Latino Commission on AIDS (The Commission) is a nonprofit organization founded in 1990, dedicated to meeting the health challenges and addressing the impact of HIV, AIDS, Hepatitis and Sexually Transmitted Infections (STIs) and other health conditions impacting communities. The Commission realizes its mission by spearheading health advocacy, promoting education, developing model prevention programs for high-risk communities, and crafting community driven participatory research, and building capacity in community-based organizations. The Commission's public health model encompasses five core complementary services for our diverse communities: health education, prevention, capacity building, advocacy, and health research. The Commission is proud to be an Equal Opportunity/Affirmative Action Employer. All individuals of any race, ethnicity, gender, gender identity and sexual orientation are encouraged to apply.



Hands United (HU) is the capacity building technical assistance (CBA) program within The Commission, funded by the Center for Disease Control and Prevention (CDC) under PS19-1904, Component 2, Track B, and South Region. We offer Technical Assistance (TA) and share information in English and Spanish on diverse topics designed to address the professional development needs of the HIV workforce by increasing their capacity and ability to provide effective HIV Testing in Non-Clinical Settings services, as well as Prevention Services with Populations at High Risk of HIV Transmission. HU works with organizations serving all racial/ethnic minorities in the following jurisdictions: Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, and Washington DC.

Capacity Building Assistance (CBA) Communications and Logistics Specialist

Position Summary

The CBA Communications & Logistics Specialist (CLS) will assist the Lead CBA CLS to create and develop communication materials to boost awareness of Hands United CBA resources offered to service providers. This position will be responsible for developing and dissemination clearly written, well-designed health communication materials for CBA consumers in a variety of formats, such as web content, blogs, posters, technical assistance materials including slide decks, etc. This position also coordinates travel arrangements for HU staff, arranges event venues, tracks inventory and receives and distributes materials with accuracy and in a timely manner. This position will be responsible for developing tracking and vendor databases. The Lead CBA Communications & Logistics Specialist ensures that the work is carried out in a professional, competent, efficient and organized fashion. Additionally, this position nurtures team, vendor, and consumer relationships through professional, competent, efficient and organized communication.

Duties and Responsibilities

Coordinate social media, website and conference communication:

- Create communications project plans including scope, schedule and cost estimates.
- Develop, review, and provide substantive and editorial feedback on materials and resources.
- Collect, review, modify, and improve resources such as toolkits, checklists, quick guides, infographics, and other educational materials, assessing for reading level and health literacy.
- Establish and maintain effective working relationships with partners, contractors, and consumers.
- Develop, design, and/or create health communication products, including development and dissemination of said materials via social media, website, and report platforms.
- Develop, design, and/or create communication (email, reports, meeting agendas, etc.) and TA delivery templates (slide decks, conference materials, etc.) for the CBA team.
- Ensure on-time exchange of work-related information with Lead CBA CLS and CBA Operations and Program Manager and co-workers following communication protocols and using the communication mechanisms set for Hands United.
- Practice effective collaboration, time management, and workforce management using established project management platforms.

Coordinate travel, event and conference planning:

- Coordinate and communicate all flights, transportation and lodging required.
- Coordinate with clients to determine their needs and advise them on appropriate destinations, modes of transportations, travel dates, costs and accommodations.
- Ensure team member or consultant specific travel sheet/database is current.
- Create and provide travel packets with travel information, agendas, meeting spaces and local food/recreation recommendations.
- Ensure that training and conference materials are correctly organized and delivered in a timely manner.
- Ensure all facets of inventory team logistics, inventory operations, inventory staff scheduling and inventory budgeting.
- Create travel request and implementation plans including scope, schedule and cost estimates.
- Research weather patterns, vendor pricing, peak seasons and other conflicts that affect travel.
- Establish and maintain effective working relationships with team members, contractors, partners, and consumers.
- Ensure on-time exchange of travel-related information with Lead CBA CLS and CBA Operations and Program Manager and co-workers following communication protocols and using the travel guidelines set for Hands United.

Coordinate financial planning and reconciliation:

- Support the preparation of consultant invoices and payments.
- Support the preparation of the team per diem and reimbursements.

Collect data and submit reports:

- Monitor analytics and create reports detailing the success and challenges of CBA communication strategies.
- Collect contact information and create distribution lists of partners, collaborators, funders, and consumers and to disseminate information.
- Coordinate and validate monthly reporting requirements in collaboration with The Commission Finance representative.
- Create a monthly financial reconciliation report for CBA Director of Operations.
- Collect contact information and create distribution lists of travelers and vendors to disseminate information.

Other:

- Perform and assist with special assignments and other work associated with travel and dissemination efforts, on an as-needed basis.
- Train and orient team members on travel processes and guidelines.
- Attend staff and training meetings for ongoing updates related to CBA operations and its impact on travel coordination.

Preferred Qualifications

Ideal candidates should have strong knowledge and experience in managing team travel, experience with coordinating events, and confidence to engage in vendor networking opportunities. Knowledgeable about third party billing. Candidates must maintain confidentiality related to personnel or financial information shared in performance of the core responsibilities of the position. Furthermore, ideal candidates must have the flexibility and ability to travel within the U.S.

Required Qualifications**Education and Experience:**

- Bachelor's degree in communication, business administration or related fields or two years of travel coordination experience.
- At least two years of experience working with African-American/non-Hispanic Black and/or Latino MSM and Transgender, gender non-conforming and non-binary communities on public health, social, and or community driven program initiatives.
- At least two years of experience in writing and editing education and outreach materials in plain language for use in digital and non-digital platforms.
- Two years of demonstrated communication or marketing planning experience.
- Experience working with graphic design software (such as Canva).
- Experience working with travel software and databases.

Skills, Knowledge, and Abilities:

- Bilingual Spanish/English preferred, not required.
- Experience working remotely as part of a team, as well as independently and proactively.
- Cultural responsiveness in working with populations heavily impacted by HIV.
- Knowledge of HIV fundamentals, including biomedical prevention interventions (PrEP, PEP, Treatment as Prevention).
- Skills and/or some experience using long-distance learning platforms such as Zoom, Hubilo, Cloud Services, etc.
- Excellent organizational skills and analytical skills.
- Strong writing skills: report-writing and curricula writing.
- Strong computer skills.
- Strong oral presentation and group facilitation skills.
- Ability and willingness to engage in new tasks and learn new skills.
- Ability to prioritize projects and manage time effectively.
- Ability to adjust to a fast-paced team approach.

COVID-19 VACCINATION

The Latino Commission on AIDS is committed to helping prevent the spread of COVID-19 and to protecting the safety of our employees. The Commission adheres to COVID-19 vaccination guidelines from the Center for Disease Control and Prevention (CDC), New York City Department of Health and Mental Hygiene and New York State Department of Health. All employees will be required to be fully vaccinated unless the employee is approved for a reasonable accommodation due to disability or religious reasons.

HOW TO APPLY

Please submit a cover letter and resume to Human Resources at HR@latinoaids.org with Subject: **Capacity Building Assistance (CBA) Communications and Logistics Specialist**. The position will remain open until filled.