



MAIN OFFICE:
24 W 25th Street, 9th Floor, New York, NY 10010
REGIONAL OFFICES:
2000 Chapel Hill Road, Suite 26A, Durham, NC 27707
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) Monitoring, Evaluation and Learning (MEL) Specialist

Position Summary

The CBA Monitoring, Evaluation, and Learning (MEL) Specialist will support the collecting, entering, and compiling of CBA data, maintain data collections systems, monitor the integrity of the collected data, collaborate with CBA Specialists and consumers to ensure data collection process is completed in a timely manner. This is a remote position with 30% of travel required. Candidates should reside near Atlanta, G.A., Fort Lauderdale, F.L. and/or Durham, N.C. Travel required for this position. This position reports to the CBA Monitoring, Evaluation and Learning (MEL) Manager.

Duties and Responsibilities

Project Monitoring and Evaluation Management:

- Participate in and provide support to CBA project evaluation and design activities
- Track and update monitoring and evaluation data as well as ensure the data is the best quality
- In collaboration with the Director of CBA MEL and the MEL Manager, assist with development of data collection tools.

- Monitor project activities, outputs and progress of CBA activities
- Work with data platforms, databases and select technologies to capture and organize data
- Assist with training CBA Specialists in monitoring and evaluation process and provide ongoing coaching.
- Ensure consumers receive and complete evaluation tools in a timely manner.
- Assist with cleaning, sorting, categorizing and organizing data and summarize findings
- Suggest applicable technology to assist organizations in a scalable, cost-effective manner.

Data Collection and Reporting:

- Ensure that evaluation protocols are implemented across all TA activities.
- Compile information or data and write institutes reports, case studies, debriefing reports, and conference abstracts.

Other:

- Demonstrate high problem solving and analytical skills to predict potential challenges to overcome them.
- Perform and assist with special assignments and other work associated with capacity building efforts, on an as-needed basis.
- Complete all other duties as necessary and as assigned.

Preferred Qualifications

Ideal candidates should have strong verbal, written and interpersonal development skills; knowledgeable about data collection, data entry and data management; excellent skills in organization, attention to detail, and time management; and proven ability to work independently and within a team, accomplishing tasks as designated in the work plan.

Candidates must have strong facilitation skills; and the ability and confidence to engage in networking opportunities, provide coaching, and create tools for all TA recipients on appropriate HIV testing and prevention strategies. Furthermore, ideal candidates must have the flexibility and ability to travel within the U.S.

Required Qualifications

Education and Experience:

- Bachelor's degree or three years of work experience in health, health education, social science, public administration, behavioral science or related fields.
- 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 Demonstrated experience with research evaluation methodology and design.
- Knowledge and experience using Microsoft Office, SPSS, STATA, NVivo, Qualtrics and other evaluation software.

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 Angelica Ramirez, Director of Operations at aramirez@latinoaids.org with Subject: **Capacity Building Assistance (CBA) Monitoring, Evaluation and Learning (MEL) Specialist**. The position will remain open until filled.