



PROMOTING HEALTHY COMMUNITIES

Latino Community Services, Inc. (LCS) is a non-profit organization dedicated to reducing the further spread of HIV/AIDS among the Latino community and other populations at risk and to improving the quality of life and health outcomes of individuals affected by HIV/AIDS.

JOB ANNOUNCEMENT:

Program Coordinator

Collaborative Technical Assistance/Capacity Development

Healthy Families and Communities Project

Closing Date: August 27, 2010

Position Description: The Program Coordinator will implement, develop and oversee the Collaborative Technical Assistance and Capacity Development Demonstration Program. Administrative functions will be a requirement of this position as well as daily supervision of staff. The program coordinator will have competencies in working with Faith and minority based organizations and be well rehearsed in the areas of HIV, Substance use and knowledgeable to community resources.

Essential Functions: Key activities of the **Program Coordinator** include, but may not be limited to:

- Administer the day-to-day operations of a technical assistance and capacity development program
- Assist in the development of curricula and coordination of Learning Academies and other programmatic details
- Oversee the research and recruitment of potential organizations
- Collaborate with consultants in the implementation of programmatic objectives
- Document program data
- Nurture relationships with faith and minority-based sites
- Collaborate with evaluation team to provide feedback
- Oversee program budget and assure compliance
- Train and supervise assistant
- Perform any other department or agency-related duties or special projects as directed by supervisor.

Education and Requirements:

- BA/BS and 2 years of equivalent experience in public health program coordination, management and/or community organizing Demonstrated experience coordinating and implementing complex projects.
- Demonstrated experience collaborating with providers serving a variety of populations, including gay men, communities of color, substance abuse populations, faith leaders, women and youth.
- Demonstrated ability to establish effective communications and working relationships with funders, community partners and consultants.
- Exceptional organizational skills with the ability of developing time lines and meeting deadlines
- Demonstrated cultural competence with the diverse ethnic, cultural and socio-economic groups.
- Excellent interpersonal skills and ability to communicate effectively, including demonstrated ability in public speaking.
- Ability to write clear, concise reports, and to follow and give written and oral instructions in a precise, understandable manner.
- Must be bilingual (English and Spanish) with excellent verbal/written communications skills

To Apply:

Please visit http://www.lcs-ct.org/employment_opp.html for employment application. Send complete application and resume to: Fernando Morales, 184 Wethersfield Avenue, Hartford, CT 06114, or email to: fmorales@lcs-ct.org.

Only applicants who submit this application and all required materials will be considered.

LCS is an Equal Opportunity Employer