



AIDS Project Los Angeles (APLA), one of the largest non-profit AIDS service organizations in the United States, provides bilingual direct services, prevention education and leadership on HIV/AIDS-related policy and legislation.

CAPACITY BUILDING ASSISTANCE SPECIALIST

DIVISION: EDUCATION

OBJECTIVE:

Under the direction of the CBA Coordinator, the Capacity Building Assistance (CBA) Specialist will be responsible for providing capacity building assistance: conducting assessment, providing technical assistance, reviewing and developing curriculum, trainings and the timely development and implementation of evaluation activities: program evaluation and outcome monitoring, needs assessment, data analysis and report of findings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in developing training curriculum to meet the needs of CBA consumers and consultants.

Participate in developing and conducting (capacity building) needs assessments of CBOs and Health Departments.

Provide technical assistance to enhance agencies' capacity to adopt, adapt, implement, and evaluate effective HIV behavioral prevention interventions.

In collaboration with the project team, and under the direction of the CBA Coordinators, assist in the development of workshop modules and other training materials for CBA services in the following domains: program planning, evaluation and technology transfer.

Conduct trainings on various core competency topics (e.g. evaluation, recruitment, group facilitation, etc.)

Ensure that CBA services are culturally appropriate

Conduct evaluation activities associated with the objectives of the CBA program.

Evaluate efficacy of training programs. Prepare and submit progress reports.

Collaborate with other CBA providers

Represent APLA at assigned professional meetings and conferences.

Assist in the dissemination of lessons learned at professional conferences, community meetings, and via additional mechanisms.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Bachelor's degree in Public Health or related field and two years of experience, **OR** six years of experience working in HIV prevention, health education training, curricula and program development, and report writing. Preference to have experience in consulting with community based organizations and with conducting training activities. Excellent written and oral communication skills.

Knowledge of:

Strong knowledge of principles of program development and/or organizational development. Knowledge in developing curriculum, particularly in the area of HIV AIDS and/or public health. A working knowledge and understanding of the HIV Prevention with Positives initiative and the various intervention strategies and of the CDCs Evidence Based practices currently available, is strongly preferred. Working knowledge of adult learning theory; qualitative and quantitative data collection and analysis is desirable. Some working knowledge of research and evaluation principles is highly desirable, as is a foundational understanding of the social concerns of diverse populations, community resources and HIV/AIDS related issues. Knowledge of Microsoft Office (Word, Excel and Power Point).

Ability to:

Recruit program participants; interview participants regarding their programmatic needs; and maintain highest degree of confidentiality; conduct and evaluate program and organizational needs assessments efficiently; negotiate technical assistance activities with community-based members in a highly effective and professional manner; work collaboratively with volunteers, paid staff, and professionals from a variety of disciplines; work independently with minimal direction; meet frequent deadlines in a rapidly changing environment; respond with sensitivity to the needs of diverse ethnic groups, and to the issues and concerns surrounding HIV/AIDS; use Excel or other spreadsheet applications; write progress reports and other communications in Windows for PC environment; report in writing and orally on program progress in appropriate venues; conduct training activities including public speaking and presentations; maintain client confidentiality.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position requires a substantial amount of local and out of state travel to work with multiple agencies. When not traveling, this is a sedentary office position, which requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work-related purposes.



To apply, send resumes to:

AIDS Project Los Angeles
Attn: Human Resources
611 S. Kingsley Dr.
Los Angeles, CA 90005

Fax: (213) 201-1595
Email: jobs@apla.org

An EEO Employer.