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**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.**

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## **CAPACITY BUILDING ASSISTANCE SPECIALIST**

### **DIVISION: EDUCATION**

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

### **RESPONSIBILITIES:**

- Assist in developing training curriculum to meet the need of CBA consumers and consultants.
- Participate in developing assistance and conducting (capacity building) needs assessment of CBOs and Health Departments.
- 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 areas (evaluations, formative research, group facilitation, recruitment).
- Ensure that CBA services are culturally appropriate.
- Collaborate with other CBA providers.
- Represent CBA program at professional meetings and conferences.
- Assist in the dissemination of lessons learned at professional conferences, community meetings and via additional mechanisms.

### **REQUIREMENTS:**

Training and Experience:

Bachelor's degree in Social Work, Psychology, Public Health Education or related field. A minimum of two years experience working in HIV prevention, health education training, curricula and program development, and report writing. Experience in consulting with community based organizations and with conducting training activities. Excellent written and oral communication skills.

Knowledge of:

Strong working knowledge of principles of program development and organizational development. Knowledge and experience 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. 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 in Los Angeles County, and HIV/AIDS related issues.

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 is primarily an 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. Some local travel required.

**SPECIAL REQUIREMENTS:**

Frequent local and domestic travel required. 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.

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**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](mailto:jobs@apla.org)**

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