



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.

PROGRAM ASSISTANT, CAPACITY BUILDING ASSISTANCE SERVICES

DIVISION: EDUCATION

OBJECTIVE:

Under the direction of the Associate Director, the Program Assistant will be responsible for providing a wide range of administrative and management support in the development and management of technology use and integration into CBA services, while playing a key role in the administration of the capacity building assistance activities to directly and indirectly funded CBOs and health departments nationwide providing HIV prevention services for high-risk and/or racial/ethnic minority populations .

ESSENTIAL DUTIES AND RESPONSIBILITIES:

At the direction of the Associate Director,

- Provide program, research, and administrative support to APLA's CBA services.
- Manage a master calendar of CBA team activities.
- Take minutes during internal team meetings and CAB meetings.
- Serve as liaison for the program's two advisory boards and coordinate CAB activities.
- Arrange the logistics for all project meetings and travel.
- Assist with production and compilation of necessary information for program reports.
- Assist in production of educational materials (content and basic design).
- Assist in manuscript and presentation preparation.
- Participate in data entry activities (qualitative and quantitative) and provide support in data collection.
- Manage files, including CBA plans and service agreements.
- Conduct literature reviews.
- Develop mechanisms that will facilitate regular communication between CBA collaborators.
- Perform other duties as assigned to meet business needs.

REQUIREMENTS:

Training and Experience:

High school diploma (or GED equivalent), college degree preferred. Specialized training in Office Practice procedures or one to two years of comparable clerical/administrative experience, preferably in a nonprofit environment. Experience working in HIV prevention, health education training, curricula and program development, and report writing. Excellent written and oral communication skills.



Knowledge of:

Knowledge of the CDC's Evidence Based practices currently available is strongly preferred; functional knowledge of the social concerns of diverse populations, community resources in Los Angeles County, and HIV/AIDS-related issues and concerns; advanced, complex filing systems; modern office systems; and correct English and Spanish usage preferred.

Ability to:

Effectively communicate with a diverse group of people; work collaboratively with volunteers, paid staff, and professionals from a variety of disciplines; work independently with minimal direction; work well under pressure and meet frequent deadlines in a rapidly changing environment; coordinate multiple tasks with staff; manage time effectively; learn specific systems quickly and thoroughly; edit and format written materials; operate standard office equipment; perform word processing and data-entry tasks on a personal computer; use exceptional judgment and interpersonal skills with all levels of staff, other agencies, and the general public; respond with sensitivity to the needs of diverse cultural groups and to the issues 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; maintain client confidentiality.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that 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. The position may require some traveling.

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.