

**Sacramento LGBT Community Center
Education & Training Coordinator
Job Description**



Job Summary:

The Sacramento LGBT Community Center seeks an Education & Training Coordinator to develop cultural competency trainings, and provide healthcare providers with increased knowledge on HIV prevention, specifically PrEP education. This individual will be responsible for operating the project to reduce HIV related disparities and LGBTQ health inequities. This position reports to the Director of Programs and works in partnership with other programming staff and stakeholders as well as directly with community members of diverse backgrounds. This is a part-time, non-exempt position.

Responsibilities:

- Educate healthcare providers about preventative HIV measures through formal presentations, cultural competency trainings and on-site visits.
- Participate in and develop methods to evaluate trainings and educational workshops.
- Prepare and design cultural competency curriculum and collateral materials to distribute to primary care physicians and other healthcare providers.
- Write and place PrEP related articles in health industry publications
- Increase provider knowledge of PrEP and other HIV prevention tools.
- Serve as a representative of the organization in collaborative partner networks and at related community events and activities.

Qualifications:

- Bachelor's or Associate's degree in social work, organizational management, human services, public health, education, communications or related field.
- Minimum of 2 years with experience in health related field of work.
- Familiarity with and a passion for LGBT issues and experience working with diverse populations
- Maintain qualities of integrity, compassion, positive leadership and have a "can-do" attitude
- Highly organized and able to wear multiple hats in an ambiguous, fast-moving environment
- Strong independent planning, organizing, and financial management skills
- Excellent verbal and written communication skills, attention to detail, and interpersonal and presentation skills
- Strong partnership building, marketing, and event planning skills
- Experience with group facilitation, collaborative decision-making, and conflict resolution
- Understanding of grant project management including activity design and data collection to ensure contract deliverables
- Flexibility of schedule, including evenings, weekends, and limited travel as necessary
- Superior computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems
- Experience with web and multimedia based electronic and social media preferred
- Valid CA driver's license with proof of valid auto insurance, ability to drive an automobile, and reliable automobile transportation are required for this position
- A thorough DOJ background check is required as a condition of employment

Compensation:

- Part time, 20 hours per week
- \$15 per hour

- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Annual professional development opportunities

To Apply:

Go to <http://www.SacCenter.org/careers>. Please submit a cover letter including wage/salary history and a resume in a Microsoft Word or Adobe PDF document by email to jobs@saccenter.org. No phone calls or in-person applications please.

About the Organization:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community.

Position is located in Sacramento, CA.

Equal Opportunity:

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from lesbians, gay men, women, bisexual, transgender individuals, people of color, people living with HIV/AIDS and other disabilities.