

**MAIN OFFICE:**

24 W 25th Street, 9th Floor, New York, NY 10010

REGIONAL OFFICES:

5720 Fayetteville Rd. Suite #201, Durham, NC 27713

1001 West Cypress Creek Road, Suite 320G, Fort Lauderdale, FL 33309

(212) 675-3288 • www.latinoaids.org

ABOUT THE LATINO COMMISSION ON AIDS

The Commission is a nonprofit organization dedicated to improving and expanding access to healthcare, health promotion, research, treatment and other services through health advocacy, organizing, education, program development, capacity building and training. The Commission provides leadership on HIV, viral hepatitis, STIs and health services at the local, regional, and national level. The Commission is proud to be an Equal Opportunity/Affirmative Action Employer. Any race, ethnicity, gender identity and sexual orientation are encouraged to apply.

Community Building Manager**BASIC INFORMATION**

- Job Title: Community Building Manager
- Travel Requirements: Ability to travel throughout the south and nationwide as needed
- Supervisor: Program Director of Latinos in the South
- Direct Reports: Community Organizer in North Carolina
- Location: Should reside in NC, SC, TN, LA, MS, TX, FL, GA, or AL

ABOUT LATINOS IN THE SOUTH

Latinos in the South is a program coordinated by the Latino Commission on AIDS that aims to build local and regional leadership, develop networks and coalitions, enhance knowledge and cultural competency, and spur actions to address the needs of the emerging Latino/Hispanic communities in Alabama, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Florida and Texas. The program accomplishes these goals through capacity building, community organizing, leadership development, networking initiatives, and support community-based participatory research and information dissemination.

POSITION SUMMARY

The Community Building Manager provides strategic coordination and implementation of capacity building and community education efforts for Latinos in the South. The position is accountable for Latinos in the South community education and capacity building efforts with local, state-wide, and regional efforts to engage community with efforts to reduce HIV stigma, improve language justice, promote LGBTQ+ and immigrant rights, and strengthen health equity in the regional Southeast. The Community Building Manager will work in coordination with other staff at the Latino Commission on AIDS and partner organizations.

PRIMARY RESPONSIBILITIES:

- Implement and manage the Latinos in the South community education and collaborative initiatives alongside movement partners in NC, SC, TN, LA, AL, GA, MS, TX, and FL that impacts the health of the Latinx, immigrants, Black, Indigenous, LGBTQ, and people living with and impacted by HIV and other chronic health conditions.

- Seek opportunities and participate in coalition work with movement partners that will advance justice and health equity in the Southern region, including sitting on roundtables, coalitions and task forces; and attending public events and rallies in support of movement partners.
- Support the planning and coordination of the Encuentro, the Latino Commission on AIDS signature event, a yearly convening of the LGBTQ+ Latinx community and allies to address health disparities in the South
- Develop and implement trainings and other resource materials for our community stakeholders, partner organizations, health departments, and media sources
- Work with the Program Director to identify grants and other funding sources, participate in funder meetings, and assist with grant proposals and reporting as needed.
- Participate in meetings with sponsors and funders.
- Advise Program Director and key Latino Commission on AIDS staff on key issues and southern campaigns relevant to our work.

QUALIFICATIONS/EXPERIENCE

- At least 4 years of previous experience working with Latinx communities and people living with and impacted by HIV in the regional Southeast
- Passion for the mission and vision of the Latino Commission on AIDS and the Latinos in the South Program
- Demonstrated experience in community education including mentorship and coaching, as well as capacity building on topics relating to LGBTQ+, Latinx, immigrant, and people living with HIV
- Skills relating to analysis, writing and public speaking on complex issues, and the ability to communicate effectively about HIV to diverse audiences
- Demonstrated leadership skills, including collaborative coalition work with community partners to develop shared strategy, coordinate internal and external communication, and maintain project timelines
- Commitment to collaborative teamwork to achieve common goals
- Outstanding interpersonal skills, cross-cultural competency and humility, and the ability to work with a variety of audiences (community members, partner organizations, businesses, researchers, internal staff, etc.)
- Ability to stay organized and focused in a fast-paced environment where multiple priorities must be managed simultaneously and updated to adjust to demands that change quickly and frequently
- Ability to work flexible hours during training or conference events and to travel throughout the south and nationwide as needed
- Bilingual English/Spanish. Able to communicate, write and review text in both languages

WORK ENVIRONMENT

Ability to work well in hybrid work model including time in office, work remotely, and while traveling in a cross-functional team environment with diverse communities.

COMPENSATION AND BENEFITS

In addition to a competitive salary, Latino Commission on AIDS offers health benefits upon the date of

hire, paid sick time, vacation leave, commuter benefits, and a comprehensive retirement plan.

COVID-19 VACCINATION

The Latino Commission on AIDS is committed to helping prevent the spread of COVID-19 and to protecting the safety of our employees. The Commission adheres to COVID-19 vaccination guidelines from the Center for Disease Control and Prevention (CDC), New York City Department of Health and Mental Hygiene and New York State Department of Health. All employees are required to be fully vaccinated.

HOW TO APPLY

Please submit a cover letter and resume to Human Resources at hr@latinoaids.org with Subject: The Community Building Manager Position.