



Job Description ~ Open Position

LGBTQ Latinx Outreach Coordinator

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| Reports to | Latinx Program Coordinator |
| Benefits | Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more. |
| Salary Range | \$33,300 (limited experience) -- \$39,600 (substantial experience), annually. |
| Minimum Requirements | High School diploma/GED; Requires an enthusiastic, innovative advocate for LGBTQ Latinx issues; Strong written and oral communication skills; Passion to address social, gender, and racial injustice; Engage leaders of local and nationwide organizations and community groups to build and lead diverse coalitions, initiatives, and campaigns; Excellent interpersonal and communication skills with experience in group facilitation and conflict resolution; Ability and willingness to travel and work nights and weekends, as needed; Reliable transportation, valid driver's license, good driving record, auto insurance, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process. |
| Preferred Qualifications | Oral/written fluency in English and Spanish strongly desired; Associates or Bachelors degree; Familiar with and knowledgeable about LGBTQ Latinx communities. |
| Overall Mission | Responsible for providing community outreach; Identifying eligible consumers and link them to community resources; Provide consumers with decent and affordable housing resources; Provide client-centered case management to all eligible consumers. |

Overview

The LGBTQ Latinx Outreach Coordinator will expand access to education, legal services, health care, empowerment building, and leadership opportunities for Latinx gay, bisexual, and transgender communities living in Birmingham and rural areas in Alabama.

The LGBTQ Latinx Coordinator will work directly with LGBTQ Latinx communities in Alabama and the LGBTQ+ Latinx Steering Committee to implement project activities.

Areas of Responsibility

1. Work directly with Project Manager/LGBTQ+ Latinx Specialist (LLS) and supervised by Latinx Program Coordinator (LPC).
2. Coordinate monthly support groups for the LGBTQ Latinx community.
3. Deliver presentations for the LGBTQ Latinx community.
4. Reduce barriers to medical and mental health care for LGBTQ Latinx in Alabama by providing appropriate referrals for linkage to care.
5. Promote access to legal services in coordination with other organizations and legal representatives.
6. Provide safe spaces for LGBTQ in a cultural responsiveness framework to address LGBTQ Latinx key issues including HIV, sexuality, stigma, racial, and gender justice.
7. Expand social media networks and promote the group.
8. Coordinate outreach events to increase access to care for LGBTQ Latinx communities in local and rural areas.
9. Work with educators and other community-based organizations to provide an overview of the history of the LGBTQ Latinx community and the intersectionality of immigration and other advocacy issues.
10. Coordinate leadership opportunities to create empowerment skills for LGBTQ Latinx communities.
11. Adhere to good quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.
12. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights, weekends, and travel.

2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting; must be able to climb stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
3. Culture/Environment: Must be comfortable with working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectation

Represent the agency in person, and through all methods of communication, in a way that reflects the agency’s mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature

Date