**POSITION DESCRIPTION**

**CANAPI**

**POSITION TITLE:** Outreach Specialist

**REPORTS TO:** Director of Operations

**POSITION TYPE:** Part-Time

**BASIC FUNCTION:**

Conducts outreach, education, prevention, risk management and HIV testing and counseling targeting high-risk populations. Assists with agency advocacy by promoting Akron Pride Initiative programs and activities. Participates in all fundraising activities and events.

**QUALIFICATIONS:**

Demonstrated experience and training in non-profit facilitation, program development, public relations, fundraising, grant writing, data management systems and social media outlets.

* Two-year college degree in related field preferred.
* Strong communication skills and the ability to relate to a variety of persons, both professional and lay, as well as to organizations and systems.
* Empathy and understanding for the LGBTQ community and those living with HIV/AIDS or struggling with substance abuse.
* Ability to work both independently and as part of a team, with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender and generational backgrounds.
* Cultural competency, especially pertaining to LGBTQ and HIV-positive populations.
* Self-motivated, action-oriented, flexible and the ability to multitask in a fast-moving environment.
* Dependable transportation and ability to work a flexible schedule.
* Ability to remain calm under pressure and in times of crisis.

**RESPONSIBILITIES:**

**Administrative Support**

* Provide overall support for staff and volunteers.
* Maintain materials and supplies for HIV Prevention and Akron Pride Initiative programs.
* Maintain and order office equipment and supplies; light office cleaning.
* Maintain client confidentiality.
* Perform administrative responsibilities as needed by the Executive Director.
* Adhere to agency policies and procedures.

**Compliance and Fiscal Management**

* Enter data into tracking spreadsheets, compile reports.
* Collect, maintain and collate statistical data and case records as required by funding sources including but not limited to testing, outreach and volunteer participation data.
* Ensure compliance with federal, state and local guidelines for Counseling Testing Referral Services.
* Assist with completion of reports as required by regulatory organizations.
* Maintain confidential client folders as well as other records, reports or files.

**Program Support**

* Conduct HIV Prevention programming as directed.
* Distribute HIV Prevention materials in the community.
* Conduct CTRS and prevention strategies in accordance with grant agreement(s).
* Present educational materials in the community as needed.
* Facilitate and/or attend API programming as directed.
* Plan and administer nutrition program and complete reports as required.
* Assist with housing and support services programming as needed.
* Perform HIV testing, outreach and education programming in the community as needed.
* Assist with management of social media outreach.
* Assist with entry of data into HMIS systems.

**Fundraising and Grants Management**

* Assist with fundraising and grant-writing activities as requested.
* All other duties as assigned.

**Public Relations**

* Represent and promote CANAPI to the community at large.
* Network with other HIV and LGBTQ services including advocacy, housing and planning organizations.
* Collaborate with existing service providers to assess needed services.
* Enhance professional growth and development through attendance at seminars, conferences, trainings etc.
* Stay up-to-date with current news, research and treatment of HIV/AIDS as well as current LGBTQ topics.

*To ensure successful operation, every position at CANAPI must be flexible and cross-functional. This description is not exhaustive and is subject to change at any time.*

**Employee Signature: Date:**

**Supervisor Signature: Date:**