



**Position:** Outreach Coordinator  
**Program:** Community Health Programs  
**Reports To:** Program Manager  
**Salary:** \$49,920 Annually  
**Status:** 100%, Regular, Full-Time, Exempt  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

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### **JOB SUMMARY**

Under the supervision of the Sexual Health and Education Program (SHEP) Manager, the Outreach Coordinator will provide STD/HIV counseling and testing; coordinate linkage to medical care for HIV-positive and PrEP eligible patients; coordinate, schedule, and conduct outreach events to specifically target gay and bisexual men and transgender clients of color; and assist the Program Manager with oversight and reporting of community outreach, engagement, and marketing activities within the Sexual Health and Education Program.

### **ESSENTIAL FUNCTIONS**

- 1) Assists in the development and implementation of strategies for outreach and recruitment programs;
- 2) Coordinate, schedule and conduct outreach activities at locations where gay, bisexual and transgender people congregate to assess individual risk behaviors;
- 3) Develop and maintain a working relationship with community business owners where outreach, workshop, and support group activities are conducted;
- 4) Provide HIV/STD counseling and testing; conduct counseling interviews and risk assessments, and provide referrals and education materials, as needed;
- 5) Collect and collate oral, blood, and urine specimens;
- 6) Monitor program goals and objectives;
- 7) Assist with preparation of monthly quantitative and qualitative reports;
- 8) Participate in community/public task forces/meetings as necessary;
- 9) Collaborate with local agencies that conduct HIV risk reduction programs targeting gay and bisexual men, and transgender women at risk;
- 10) Must be able to work in a fast-paced environment.
- 11) Other duties as assigned.

### **JOB QUALIFICATIONS AND EXPERIENCE**

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) A minimum of 3-5 years of experience in outreach, community organizing, and project management;
- 4) Experience working in an administrative capacity (in non-profit organization/medical setting preferred);
- 5) State or County certified HIV Risk Assessment/Disclosure counseling or willingness to obtain certification;
- 6) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 7) Ability to work in a high pressure environment with little or no supervision;
- 8) Ability to handle and prioritize multiple projects;
- 9) Computer skills including word processing and other software systems preferred;
- 10) Bilingual (English/Spanish preferred) a plus;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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**E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)  
Or submit cover letter with application/resume to:  
Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The L.A. Gay & Lesbian Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, medical/physical/mental condition, sexual orientation, Veteran status, or age.