

To apply for a position, please reference the job title or REQ number in your cover letter and send along with your resume to:

Boston Public Health Commission
1010 Massachusetts Avenue, 6th floor
Boston, MA 02118
Fax: 617-534-2418
Or apply via email: jobs@bphc.org

The Boston Public Health Commission is an Equal Opportunity Employer - G/L/B/T
****All positions require Boston residency.****

REQ#: 2665
Job Title: Program Coordinator II - CI Serv; AIDS

Program: AIDS Services

Job Description:

SALARY: Gr 15:\$772.58–905.20 wkly range,DOE
HOURS: FT 35 hours/ week 9-5

DUTIES: In addition to all duties in Program Coordinator I, Program Coordinator II will perform these duties:
Under supervision of Client Services Manager, will be responsible for monitoring specific contracts and program activities; providing technical and monitoring assistance to assure funded programs attain contracted goals & objectives; quarterly & annual reporting of program activities; assistance with the development of Title I grant and the local RFP process; maintaining consistent contact with other public administrators, community providers and other parties as needed; and working collaboratively with grant & fiscal staff to ensure system accountability.
Plans and develops monitoring and reporting systems for program performance for funded programs.
Develops procedures for continuous monitoring activities including program site visits.
Provides technical assistance to funded community based organizations in the implementation of outcome measures.
Assists with preparing the Title 1 application, local RFP and other written assignments as necessary.
Prepares quarterly program reports and annual reports for HRSA & program summaries for use during the RFP process on program performance and as needed.
Develops and maintains all communication

involved in the monitoring activities for funded programs.

Performs other duties as required.

This job description is based on the Program Coordinator Series. May be required to perform any and all duties and responsibilities of a Coordinator II, as set forth in the BPHC Coordinator Series.

MINIMUM QUALIFICATIONS:

Master's degree in Public Health, Health Policy Administration, or a related discipline, such as sociology, organizational psychology, public health nursing, or health communications required; OR BA/BS and 2 years of equivalent experience in public health program coordination, management and/or community organizing; OR 5 years of equivalent experience in public health program coordination, management and/or community organizing may be

substituted for undergraduate degree. Licenses, certifications or program specific experience may be required by grant or program needs.

Advanced knowledge & experience with MSOffice,

MSWord/Excel, SAS with the ability to analyze and interpret data.

Demonstrated experience collaborating with providers serving a variety of populations, including gay men, communities of color, substance abuse populations, women and youth.

Demonstrated ability to establish effective communications and working relationships with community providers.

Exceptional organizational skills with the ability of developing time lines and meeting deadlines.

Demonstrated cultural competence with the diverse ethnic, cultural and socio-economic groups.

Excellent interpersonal skills and ability to communicate effectively.

Significant experience working with multiple disciplines & a variety of service providers.

Knowledge of public health, and epidemiological, outreach and educational models related to HIV and AIDS.

Bilingual and/or bicultural preferred.

Boston Residency Required, Or Willingness To Relocate.

Hours per Week: 35

Shift: 9-5

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REQ#: 2597

Job Title: Program Coordinator II; AIDS Services - Admin

Program: AIDS Services

Job Description:

SALARY:Gr 15:\$772.58–905.20 wkly range, DOE
HOURS: 35 hours/ week 9-5

DUTIES: In addition to all duties in Program Coordinator I, Program Coordinator II will perform these duties:

Under supervision of the Director, assists with the coordination of work projects of the AIDS program, including, but not limited to, the development of RFPs, oversight of the RFP process, development of grant applications, and development of provider trainings.

Assists in overseeing specialized research and evaluation projects and manages other projects as necessary.

Responsible for: monitoring specific contracts and program activities.

Provides technical and monitoring assistance to assure funded programs attain contracted goals & objectives.

Prepares quarterly & annual reporting of program activities, maintaining consistent contact with other public administrators, community providers and other parties as needed.

Works collaboratively with grant & fiscal staff to ensure system accountability.

Develops procedures for continuous monitoring activities including program site visits.

Prepares quarterly program reports and annual reports and other written assignments as necessary.

Performs other duties as required.

This job description is based on the Program Coordinator Series. May be required to perform any and all duties and responsibilities of a Coordinator II, as set forth in the BPHC Coordinator Series.

MINIMUM QUALIFICATIONS:

Master's degree in Public Health, Health Policy Administration, or a related discipline, such as sociology, organizational psychology, public health nursing, or health communications required; OR BA/BS and 2 years of equivalent experience in public health program coordination,

management and/or community organizing; OR 5 years of equivalent experience in public health program coordination, management and/or community organizing may be substituted for undergraduate degree.

Advanced knowledge & experience with MSOffice, MSWord/Excel, SAS with the ability to analyze and interpret data.

Demonstrated experience coordinating and implementing complex projects.

Demonstrated experience collaborating with providers serving a variety of populations, including gay men, communities of color, substance abuse populations, women and youth.

Demonstrated ability to establish effective communications and working relationships with community providers.

Exceptional organizational skills with the ability of developing time lines and meeting deadlines.

Demonstrated cultural competence with the diverse ethnic, cultural and socio-economic groups.

Excellent interpersonal skills and ability to communicate effectively.

Significant experience working with multiple disciplines & a variety of service providers.

Knowledge of public health, and epidemiological, outreach and educational models related to HIV and AIDS.

Bilingual and/or bicultural preferred.

Boston residency required or willingness to relocate.

Hours per Week: 35

Shift: 9-5