

SAMPLE POSITION DESCRIPTION

Member Position Description

Host Site Name: [REDACTED]

Position Title: Community Engagement Project Coordinator

Location: [REDACTED]

Tentative Schedule: M-F 9:00-5:00PM, (2 Saturdays a month)

of member Slots in this Position: 2

Need for the specific project on which AmeriCorps Member is serving:

This position offers the opportunity to serve as a key team member of New York Knows, the nation's largest HIV testing initiative. It aims to help all New York City residents learn their HIV status and take full advantage of the City's HIV care and prevention services. On December 1, 2014 (World AIDS Day), the [REDACTED] launched *New York Knows* and introduced #beHIVsure, a public education media campaign encouraging all New Yorkers to get tested.

COVID-19 had a large impact on HIV services in NYC, particularly access to services, delay in diagnoses, linkage to care and prevention services.

Despite COVID-19, NYC remains on track to reach its goals related to ending the HIV epidemic. Notable data points from the [REDACTED] Surveillance Annual Report include:

- The annual number of new HIV diagnoses in NYC continues to decline, with 1,396 new HIV diagnoses made and reported in 2020, a 21% decrease from the 1,772 new HIV diagnoses reported in 2019.
- The estimated number of new HIV infections in NYC decreased by 29% from 2016 to 2020.
- NYC saw declines in new HIV diagnoses from 2019-2020 among men, women, and transgender people; Black, Latino/Hispanic, White, Asian/Pacific Islander, and Native American people; all age groups 13 years and older; and nearly all transmission categories.

It is notable however that HIV inequities still exist and continued efforts must be made to accelerate efforts to improve HIV-related outcomes for all New Yorkers.

In 2021, Governor Hochul renewed the pledge to End the HIV Epidemic in 2024 in NY State. As there is a redoubling of efforts on HIV as we continue to stabilize from the pandemic, the New York Knows team is seeking an AmeriCorps Member who will continue this important work.

Expectations and Goals for the specific project on which AmeriCorps Member is serving:

This key member as a part of New York Knows, will work on behalf of the [REDACTED] [REDACTED] to partner with community-based organizations, community health centers, hospitals, colleges, universities, faith-based organizations, and businesses to:

- Provide a voluntary HIV test to every New York City resident who has never been tested. (Testing is done at [REDACTED] clinics, as well as at partnering hospitals, community-based organizations, and universities.)
- Make HIV testing a routine part of health care in New York City.
- Identify undiagnosed HIV-positive people in New York City and link them to medical care.
- Connect at-risk people who test negative for HIV to prevention services, including Pre-Exposure Prophylaxis PrEP.
- Promote STI screenings and Hepatitis testing

Member Position Summary:

The City Service Corps member will serve as a critical member of the team as we work to End the Epidemic in New York City. As part of our team, you will help build and maintain partnerships with a wide range of community agencies, communicate with hundreds of professionals, develop organizational and public health skills, and promote health and wellness for all New Yorkers. As one of the largest HIV testing initiatives in the nation, New York Knows has a vast portfolio of projects, from smaller outreach events to large scale citywide activations, such as National HIV Testing Day at Union Square. This position will have the ability to work closely with the entire New York Knows Team, from special initiatives, evaluation, and research, as well as capacity building and technical assistance. The Community Engagement Project Coordinator will work from [REDACTED] 90% of the time, with the remaining 10% out in the community at partner events. As our team as recently integrated goals related to sexually transmitted infections and viral hepatitis, the CSC member will be a part of an exciting time for our initiative as we continue to adapt to reflect the growing needs of New Yorkers and public health.

Detailed Tasks:

- Outreach to diverse stakeholders across the city from various sectors
- Conduct research on best practices for community engagement
- Provide support in the implementation of the relaunch of New York Knows
- Contribute to the preparation of reports and presentations related to the program
- Participate in National HIV/AIDS Awareness Day Events, and other events as applicable
- Assistance with event planning/execution/evaluation, partner correspondence, meeting preparation and agenda drafting, tracking stakeholder outreach
- Member will assist in the planning of large-scale citywide mobilizations, specifically around HIV/AIDS Awareness Days

- Member will perform outreach at citywide events
 - Member will attend borough-specific coalition meetings, and attend partner events as applicable
 - Member will attend community meetings and collect community ideas and share with team
 - Member will be trained to use Salesforce to manage initiative contacts, track meeting attendance, and updating agency information, as needed
 - Member will assist in the dissemination of a weekly newsletter containing [REDACTED] Updates, communications from partners, and job opportunities
 - Member will assist in updating program inventory, management of distribution of literature and promotional materials, and any updates to HIV materials promotion forms
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Required Skills for AmeriCorps Members (set for all program members):

- Strong commitment to national service and the mission of the host site
- Desire to work in the non-profit sector
- Desire to serve with diverse communities
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in New York City
- Availability to lead and/or attend events during evening and weekend hours (frequency varies by position)
- Minimum high school diploma or equivalency
- Ability to pass a criminal background check
- US Citizen or lawful permanent resident (AmeriCorps regulations)

Preferred Academic or Experience Qualifications, Knowledge, Skills, and Abilities:

Host Site Desired Skills (optional):

1. Strong skills in Microsoft suite: Outlook, Word, Excel, Access, PowerPoint and Publisher
2. Honed skills in cultural fluency and competence

3. Strong written and communication skills, the ability to provide concise written and verbal updates
4. Knowledge of and an interest in public health, HIV, and social justice
5. Ability to quickly become familiar with specific topic areas within social justice, public health and community organizing
6. Comfortable working in a deadline driven, fast paced work environment
7. Good academic record, a dynamic highly motivated and driven individual., undergraduate degree preferred, interest in pursuing a graduate degree in Public Health or related field.

* Please note: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, fellows will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.