

## **SOUTHERN ARIZONA AIDS FOUNDATION**

### **EON YOUTH PROGRAM PROGRAM MANAGER JOB DESCRIPTION**

**Scope of Work:** The Eon Program Manager is responsible for day-to-day organization and staffing of the Eon Youth Program and with the Spectrum Program, a collaboration with the Southwest Institute for Research on Women (SIROW). The Program Manager supervises staff, volunteers, and interns. The Eon Program Manager is responsible for day-to-day coordination, organization, and presentation of all program activities and collaborative projects with community partners. Eon's target population is lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) youth and their allies ages 13-24. The Eon Program Manager is a full-time (40 hrs/wk) exempt position, and requires the ability to work very flexible hours, including evenings, late nights, weekends and some holidays.

#### **Functional Responsibilities:**

- Works with the Associate Director of LGBTQ Prevention Services to develop, coordinate, and manage collaborative, comprehensive and culturally competent programs for LGBTQ youth.
- Works closely with staff and managers of the Spectrum Program through SIROW.
- Hires, supervises, trains and evaluates program staff, volunteers, and interns, including Spectrum staff.
- Coordinates day-to-day activities of the Eon Youth Program including scheduling, groups, activities, and outreach.
- Develop and monitor program budgets in collaboration with the Associate Director.
- Develop and maintain collaborations with program partners, schools, and other community-based organizations.
- Keeps current on HIV/AIDS, viral hepatitis, harm reduction/risk reduction models, substance abuse, and other health-related issues and serves as a resource to other agency and program staff on these topics.
- Staff the Eon youth lounge for LGBTQ and allied youth ages 13-24.
- Maintain and create a safe and healthy culture/community in the Eon youth lounge.
- Co-facilitate new participant and new volunteer orientations.
- Organize activities that will engage the target population.
- Support participants in crisis, including survivors of violence, those with suicidal ideation, and who may be homeless/near-homelessness.
- Serves as a liaison with collaborating agencies and programs and conducts referrals for participants when necessary.
- Conducts outreach and recruitment at venues frequented by the target population.
- Assists in the coordination and training of Eon youth lounge volunteers.
- Provide health education, workshops, and one on one support and referrals to target population.
- Provides HIV rapid testing (finger-stick) and referral services.
- Provides HIV confirmatory testing (venipuncture), referral to services, and linkage to care.
- Assists in the development, delivery and tracking of targeted risk reduction social marketing and/or social media posts/campaigns.

- Gather and maintain accurate documentation of all activities and events using proper forms, files and databases.
- Assist with compiling and drafting program reports.
- Attend all program, department and agency meetings and trainings as assigned.
- Work as a team member within the program, department and agency.
- Performs other duties as assigned.
- Reports to the Associate Director of LGBTQ Prevention Services.

**Minimum Qualifications:**

- Bachelor's degree in social services or health-related field OR 3 years of direct service delivery experience in the areas of sexual violence prevention, sexual health, HIV/AIDS, behavioral health, or other social services health-related field.
- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- Demonstrate comprehension and appreciation of diverse cultures and the value of unique identities.
- Ability to work effectively with gay, lesbian, bisexual, transgender, queer, and questioning youth, youth of color, and their peers.
- Readiness to be trained (if needed) and to then perform required phlebotomy- related venipunctures for confirmatory testing
- Responsible, dependable, energetic self-starter who is able to work independently as well as in a team environment.
- Excellent interpersonal, written and verbal communication skills.
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

**Preferred Qualifications:**

- Teaching and/or group facilitation experience.
- Bilingual English/Spanish.
- Computer literate, especially familiarity with Microsoft Office software.

**Compensation:** Starting salary of \$39,205 annually; benefits include health, dental, and life insurance; long- and short-term disability insurance.

**To apply:** Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to: Director of HR, Southern Arizona AIDS Foundation, 375 S Euclid Ave., Tucson, AZ 85719, email to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org).

**Affirmative Action:** The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability.

**Start date:** As soon as possible.