

**JOB TITLE: Capacity Building Assistance Specialist  
(Capacity Building Assistance for Communities)**

[www.harmreduction.org](http://www.harmreduction.org)

**Start Date:** Start immediately

**Location:** Harm Reduction Coalition (HRC)  
New York City, New York

*The Harm Reduction Coalition is a national advocacy and capacity-building organization that promotes the health and dignity of individuals and communities impacted by drug use. HRC advances policies and programs that help people address the adverse effects of drug use including overdose, HIV, hepatitis C, addiction, and incarceration.*

**Specific Education, Certification and Skill Requirements (if applicable):**

The Harm Reduction Coalition (HRC) is seeking a candidate who is detail-oriented, knowledgeable about current trends in HIV prevention, has excellent written/verbal communication skills and knowledge/experience in needs assessments, curriculum design and delivery, and program monitoring and evaluation. Candidate must have at least two years of experience in the field of HIV/AIDS as it relates to training methods and community organizing. We are especially looking for candidates who have experience with community mobilization models, community-level interventions and/or social marketing. Candidate must have a Master's degree in public health, social work or other related field, or equivalent experience. Familiarity with harm reduction strategies and its applications is preferred.

**Job Description:**

HRC is seeking a Capacity Building Assistance (CBA) Specialist for its CDC-funded CBA for Communities Program. CBA Specialist will be responsible for:

- Response to incoming inquires for training and technical assistance by conducting a needs assessment with the requesting entity;
- Day-to-day coordination, tracking, and monitoring of all assigned CBA requests to ensure successful delivery;
- Provision of training and technical assistance to communities in the adoption, adaptation and implementation of a social marketing campaign, community mobilization model or community-level intervention;
- Development and implementation of a cost-effective CBA services delivery plan;
- Documentation of all CBA-related information;
- Participation in all relevant staff meetings;
- Representation of HRC at key regional and national conferences and workshops.

Extensive work travel is required for this position.

**Other Information About This Job:**

Fax résumé and cover letter to Hiring Committee at 212.213.6582 or email [info@harmreduction.org](mailto:info@harmreduction.org). No phone calls please. HRC is an equal opportunity employer. People of color, women and people living with HIV are encouraged to apply.