

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

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

**Start Date:** Start immediately

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

*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 health promotion. We are especially looking for candidates who have experience with organizational infrastructure and program sustainability and/or evidence-based interventions and public health strategies. Candidate must have a Master's degree in public health, social work, nonprofit management or other related field, or equivalent experience. Familiarity with harm reduction strategies and its applications is preferred but not required.

**Job Description:**

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

- Response to incoming inquires for training and technical assistance by conducting an agency needs assessment with the requesting community-based organization (CBO);
- Day-to-day coordination, tracking, and monitoring of all assigned CBA requests to ensure successful delivery;
- Provision of CBA services, including skills-building training and TA, for CBOs on topics related to:
  - Organizational infrastructure and program sustainability (e.g., strategic planning, fiscal management, board development, grant-writing, etc.);
  - Adaptation, implementation, monitoring and evaluation of assigned evidence-based interventions;
  - Implementation, monitoring and evaluation of assigned public health strategies (e.g., counseling, testing and referral services; rapid HIV testing; comprehensive risk counseling services; social network strategy);
  - Supporting skills areas (e.g., group facilitation, recruitment and retention);
- 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 [lino@harmreduction.org](mailto:lino@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.