



Contract Position Announcement: Popular Opinion Leader Project Assistant

Engaging HIV Pre-Exposure Prophylaxis (PrEP) Educators as Popular Opinion Leaders for Women in an Urban Primary Care Setting (PEPOL)

Pangaea Global AIDS (Pangaea) is seeking a part-time contractor to serve as a Project Assistant, to support a program linking women in an urban primary care clinic to HIV prevention services, and specifically PrEP (Pre-exposure prophylaxis). The project is expected to start November 1, 2015 and end on August 31, 2016.

The goal of the PEPOL Project is to train women as peer educators to educate and inform other women about new HIV prevention tools, such as PrEP, which could serve as a model for education in the community at large. We plan to create a visible, vocal presence of women that are well positioned in the community to champion PrEP as a female-controlled HIV prevention tool. We anticipate that training popular opinion leaders will be instrumental in addressing ignorance and stigma related to HIV and serve as a potent educational activity to build sexual health literacy to empower women to select HIV prevention strategies that work in concert with their lives.

ESSENTIAL FUNCTIONS

- In collaboration with PEPOL team, develop and implement strategic vision for community engagement in the PEPOL project
- Develop community education and recruitment strategies
- Actively participate in and assist in organizing team meetings

Project Coordination

- Schedule, organize and facilitate monthly PEPOL meetings
- Oversee PEPOL minutes development and distribution
- Serve as primary point of contact for PEPOL; respond to inquiries and/or solicit participation in a variety of activities in support of PEPOL project
- Assist in the development of training materials for PEPOL
- Recruit and train new PEPOL peer educators

Recruitment Responsibilities

- Assist in the development of a recruitment plan
- Oversee all recruitment activities including strategy, scheduling, and collaboration with partner organizations, community activities and adherence to sponsor requirements
- Assist in the development of print, electronic, and social media recruitment and education materials

Community Education Responsibilities

- Assist in the development and implementation of the PEPOL educational activities, e.g.:
 - Establish and manage relationships with clinics that serve project populations
 - Assist in the development of and provide oral presentations on the PEPOL project to community-based organizations and/or their constituents
 - Assist in the training and supervision of the project Popular Opinion Leaders
 - Assist in organizing community forums to discuss relevant women's sexual health related issues



CONSULTANT QUALIFICATIONS

Minimum Qualifications

- BA or BS (university graduate) with sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities
- Experience in community engagement, education, and/or recruitment activities
- Excellent written and oral communication and meeting facilitation skills
- Enthusiastic and professional attitude; strong “can-do” approach to work
- Honest, transparent and ethical
- Proficiency with MS Office (Word, Excel, PowerPoint)
- Ability to take initial direction from others and complete work independently; ability to prioritize tasks and meet tight deadlines
- Experience working (and/or interest) with women and sexual health
- Experience working in (and/or interest) communities heavily impacted by HIV
- Knowledge of and sensitivity to diverse communities; particularly communities of color, urban communities, and gay/lesbian/bisexual/transgender communities

Please note: This is a contract position with a fixed period: the end date is August 31, 2016.

Compensation for this position is \$30 an hour and expected level of effort required is approximately 65 hours per month.
