Position Announcement
RIG Project Coordinator – HIV Prevention

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a full-time Project Coordinator to support the Regional Implementation Group (RIG) for Region 8 HIV prevention project funded by the Illinois Department of Public Health (IDPH). Through this project, PHIMC partners with 15-20 organizations to provide high quality, high impact HIV prevention services for individuals at highest risk for transmitting or acquiring HIV across suburban Cook County. This position will support program administration, data collection, site visits, and trainings for all RIG partners. The Coordinator will work closely with the RIG Project Manager to support the implementation and overall organization of the program to ensure sustainability and efficiency. This is a grant-funded position that reports to the RIG Project Manager – HIV Prevention.

About PHIMC
PHIMC enhances the capacity of public health and healthcare systems to promote health equity and expand access to care. Through organizational development, system transformation, fiscal management, and program implementation, PHIMC leads efforts to strengthen the public health infrastructure in Illinois. PHIMC tackles critical health challenges in partnership with public health departments and other government agencies, community-based organizations and advocacy groups, academic and grant-making institutions, and healthcare providers and associations.

PHIMC Culture
PHIMC promotes equity in all its work, and is committed to addressing systemic factors that perpetuate discrimination and injustice, particularly based on race, class, and gender. All PHIMC staff are expected to support this work. At PHIMC, all employees are expected to hold and demonstrate equity at the core of their approach to their work and to strive to build authentic relationships with colleagues and partners that are rooted in empathy and inquiry. PHIMC is committed to recruiting and supporting a workforce that is passionate, trusted, and well informed on issues critical to the organization. PHIMC believes its most valuable resource is its people and invests in employees’ growth and success.

Position Responsibilities
This position will support RIG Project Manager covering a wide range of responsibility areas including, but not limited to, general program administration, communication with partners, coordinating technical assistance and training, tracking and ensuring program deliverables and deadlines, and preparing a range of materials and reports.

Working with other PHIMC staff, Program Coordinator specific tasks include:

- Coordinate and prepare for subcontractor and partner meetings including scheduling, materials development, note taking, and other meeting implementation support.
- Assist with technical assistance, training, and capacity building for RIG partner agencies.
- Coordinate internal communications to support program implementation.
- Serve as a secondary contact to RIG partner agencies.
- Assist with the contracting process for RIG partner agencies.
- Organize, schedule, and attend approximately 25 site visits annually for RIG partner agencies.
- On a monthly basis, monitor and track RIG partner agency activity.
- Assist the program manager in tracking, analyzing, and reporting of HIV prevention intervention data in the IDPH Provide Enterprise data system.
- Support administration of grant reporting and writing.
- Complete additional administrative responsibilities related to the program.
● Attend and represent PHIMC at relevant HIV prevention community meetings and events.
● After COVID-19 remote work protocols are lifted, regular travel throughout Cook County for site visits and meetings. Occasional statewide travel for meetings and trainings.
● Support other HIV prevention initiatives as needed.

Preferred Candidate Qualifications

● Proven ability to coordinate multiple projects on a timeline.
● Excellent interpersonal, organizational, and communication skills.
● Experience in guiding, designing, and/or delivering training or technical assistance.
● Excellent follow through on assignments.
● Ability to see an issue and initiate a response.
● Comfortable taking direction and seeking help when needed.
● Able to work both independently and as part of a team.
● Highly proficient with general computer skills and Microsoft Office, particularly Excel.
● Experience working with HIV-affected individuals, people of color communities, as well as programs that benefit people living with HIV.
● Individuals with lived experience are encouraged to apply.
● Bachelor’s degree or equivalent plus one year experience in public health or related field such as health education, administration, policy, planning, psychology, or social work OR three or more years’ experience in public health, community engagement, HIV, or healthcare.

Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. PHIMC encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-confirming individuals. This position is 100% grant-funded. PHIMC requires all staff to show proof that they are fully vaccinated for COVID-19 or to request a medical or religious exemption.

Address cover letters to Hiring Committee and email with a resume to jobs@phimc.org with “RIG Project Coordinator” in the subject line. Cover letters should indicate how you learned about the position. Applications will be accepted until the position is filled. Interviews for selected candidates will begin in January. No phone inquiries will be accepted.