



Position Announcement
Program Coordinator, HIV Prevention and Gender
Affirming Care

About Public Health Institute of Metropolitan Chicago

The Public Health Institute of Metropolitan Chicago (PHIMC) is a pivotal organization dedicated to creating compassionate, affirming, and racially equitable systems to enhance health and well-being for everyone. PHIMC's mission is to align people, strategies, and resources to strengthen public health and advance health justice through innovative and collaborative methods.

To address critical health challenges, PHIMC collaborates extensively with various entities, including public health departments, government agencies, community-based organizations, advocacy groups, academic institutions, grant-making bodies, healthcare providers, and associations. This approach ensures a comprehensive and inclusive strategy for tackling health issues. Central to PHIMC's ethos is its commitment to equity, which permeates all aspects of its work.

Recognizing its workforce as its most valuable resource, PHIMC is dedicated to recruiting and nurturing a passionate, trustworthy, and well-informed team. The focus is on the growth and success of its employees, as they are integral to achieving PHIMC's goal of improving health and racial equity in Illinois communities. Employees are encouraged to build authentic relationships based on empathy and inquiry, both with colleagues and partners. This nurturing and supportive work environment is ideal for individuals passionate about impacting public health and racial equity. PHIMC has instituted a hybrid workplace, where staff are expected to work from the office three days a week.

About the Routine HIV Screening Development and Transgender and Gender Diverse (TGD) Wellness and Equity Program

As the lead organization for the Routine HIV Screening Development Program funded by the Illinois Department of Public Health (IDPH), PHIMC aims to expand routine HIV screening in targeted areas in Illinois, reduce stigma in healthcare settings for marginalized populations, and improve health outcomes and quality of life for individuals living with HIV. PHIMC is also the lead agent for the Transgender and Gender Diverse Wellness and Equity Program, a new initiative funded by the Illinois Department of Human Services (IDHS). Through this program, PHIMC aims to expand the availability of gender-affirming care for Transgender, Gender Diverse, and LGBTQ+ communities in Illinois.

Position Summary

The program coordinator will support the planning and implementation of routine HIV screening and affirming care in assigned healthcare delivery systems or sites in Illinois. This position will further refine and facilitate PHIMC's Protecting Our Patients (POP) Initiative. It will also provide implementation planning, ongoing coaching, and technical assistance to sites integrating POP into their healthcare settings. The position works closely with sites to understand technical assistance needed to support routine HIV screening implementation and activities related to gender-affirming care and connects sites with resources and support. This position monitors the site's progress toward meeting deliverables through check-in meetings, data collection, and reporting. The position also contributes to outreach and communication strategies to increase access to affirming care for TGD/LGBTQ+ people.

Responsibilities and Key Activities

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The Program Coordinator will carry out the following responsibilities in collaboration with PHIMC staff and external partners.

Content Knowledge and Program-Specific Responsibilities

- Meet with assigned sites regularly to monitor progress towards completion of deliverables, plan implementation, understand training and technical assistance needs, and provide resources and support.
- Contribute content knowledge and support the implementation of routine HIV screening as a standard of care, including partner elicitation and linkage to prevention and care.
- Contribute content knowledge and support implementing affirming care for transgender, gender diverse, and LGBTQ+ people.
- Contribute content knowledge and support further refinement of PHIMC's POP Initiative.
- Facilitate training and technical assistance sessions, including POP Routine HIV Screening and POP Affirming Care trainings and train-the-trainer sessions.
- Experience working in and facilitating topics relevant to LGBTQ+ wellbeing, health equity, HIV/AIDS, healthcare practice management, and/or efforts to increase access to care for systematically marginalized populations.
- Experience providing training and/or discussion facilitation through peer learning models, including the ability to navigate difficult conversations.
- Work closely with the Director of Communications to support the development and execution of a statewide outreach and communications plan. Led social media campaign and outreach strategies, including identifying materials and updates to the Resource HUB.

Program and Site Management

- Experience in meeting and training management, providing administrative support, including managing attendee communications, agenda planning, and meeting/training logistics.
- Supports program evaluation and data collection activities.
- Contributes to preparing program reports and grant administration and application activities as needed.
- Occasional statewide travel for meetings, training, and site visits in alignment with current COVID-19 protocols.

Communication and Relationship Building

- Develops and/or sustains relationships with subcontracted sites, subcontracted partners, funders, volunteers, coalitions, and other nonprofits as they pertain to meeting the scope of the programs.
- Excellent interpersonal, organizational, and communication skills and experience developing and sustaining relationships with diverse community partners.
- Supports project meetings inside and outside of PHIMC aligned to meet project deliverables.
- Centers equity and inclusion in all communications and relationship-building.
- Implements empathetic and trauma-informed practices when communicating and collaborating with healthcare delivery systems as they establish how to implement routine HIV screening and gender-affirming care.

Organization and Orchestration

- Proven ability to coordinate multiple projects on a timeline in environments requiring flexibility to manage the start-up, development, and execution of multi-stage projects.
- Self-structuring with excellent follow-through on assignments.
- Comfortable taking direction and seeking help when needed.
- Effectively and quickly pivots to adapt to changing circumstances.

Other Duties as Assigned

Preferred Qualifications

- Experience working with and deep understanding of transgender, gender diverse, or LGBTQ+ populations or lived experience.
- Some knowledge in HIV prevention and care, linkage to care, and partner services.
- Three years' experience in public health or related field focused on grants management, training and/or technical assistance.
- Bachelor's degree preferred.
- Prior experience coordinating and/or providing training, technical assistance, or peer learning models
- Excellent oral and written communication skills, including strong interpersonal communication skills
- Expertise in using Microsoft Office programs, experience in various software programs, and ability to learn new applications

The salary range is \$45,000-\$58,500; the actual salary is commensurate with experience. PHIMC offers a competitive benefits package, including medical and dental benefits, employee assistance programs, life insurance, paid time off, and participation in the 403 B Plan with a match of up to 3%.

Qualified applicants are considered for employment regardless of 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-conforming individuals. We are committed to building teams that reflect the diversity of our candidates and to building equitable and inclusive environments that fully leverage our employees' skills, potential, and unique perspectives.

To apply, please submit a cover letter and resume. In your cover letter, please include how you learned about the position, what interests you in the role, what you have to offer, and how your skills and qualifications align. Address cover letters to the Hiring Committee and email with a resume to jobs@phimc.org with "*Program Coordinator, HIV and Gender Affirming Care*" in the subject line. Applications will be accepted until the position is filled. Interviews for selected candidates will begin in February. No phone inquiries will be accepted.