



## New York City AIDS Housing Network

80A Fourth Avenue

Brooklyn, NY 11217

Website: [www.nycahn.org](http://www.nycahn.org)

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### JOB LISTINGS AS OF November 5, 2004

The New York City AIDS Housing Network will fax and e-mail out your job listing to over 2,000 individuals interested in AIDS related direct services, nonprofit housing and public policy. If you fax your ad to (718) 802-9741, it costs \$50. If you e-mail your ad to [flynn@nycahn.org](mailto:flynn@nycahn.org) then it only costs \$25. Posting JOBS is free for dues paying members of the Network. Please call us at (718) 802-9540 to find out about other membership benefits or to join!

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**Community Voices Heard Community Organizer CVH**, a city-wide membership-run organization of low-income people, mostly women with experience on welfare, is seeking an experienced organizer to build our economic justice and public policy campaigns on a range of issues including economic development, living wage jobs, and creating entry level jobs for people on welfare. Currently, CVH is working on the following campaigns: Equitable development in Lower Manhattan and the re-building of the World Trade Center Site; TANF Re-authorization and improving the administration of welfare in NYC and NYS, Temp Worker and Transitional Jobs Worker Organizing, and Building a Civic Participation Voter Registration and Mobilization Project. Qualifications The ideal candidate will possess the following qualifications: \* Minimum 2 years experience in direct membership building and recruitment, \* Campaign development and strategy development skills, \* Experience staffing an on-going membership organizing committee\* Training and developing members in organizing skills \* Conversational Spanish speaking highly desired \* Ability to work both independently and in a collaborative environment \* Ability to run exciting and powerful direct actions \* Ability to take direction from a membership base and work in a membership organization Job Responsibilities This position will entail the following responsibilities:\* Direct membership building and recruitment \* Leadership development training and work \* Campaign strategy development and implementation \* Power analysis and research \* Staffing an organizing committee and possible coalition work\* Ally and stakeholder work \* Assist in fundraising and developing a grass roots funding base Salary and Compensation: The salary for this position is competitive DOE. Excellent benefit package includes healthcare, vacation, liberal leave time and pension plan. After 5 years, staff are entitled to a 3 month sabbatical. How to Apply: Please send resume, cover letter, 3 references and a short writing sample to Paul Getsos, Director CVH 170 E. 116th St. Suite 1E, NY NY 10029. We are looking to hire ASAP. Please see our web-site for more information: [cvhaction.org](http://cvhaction.org).

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**The Northwest Bronx Community and Clergy Coalition** currently has two organizing positions open - for a **Community Organizer** and for an Education Organizer. Descriptions are attached and included below. The NWBCCC is a people power organization that unites the residents and congregations of the NW Bronx to fight for better neighborhoods and for social, economic, environmental, and racial justice. It is a membership-based organization that uses direct action community organizing to address local housing, education, public safety, and environmental issues and to fight for broader policy change in these and other areas.

**Community Organizer** Responsibilities: - The main responsibilities of the Community Organizer are to bring together neighborhood residents to fight for neighborhood improvements, tie these local fights to broader campaigns for policy change, and develop a leadership base that is both broad and strong. Day-to-day responsibilities include coordinating neighborhood organizing campaigns with existing tenant associations and quality of life committees, building new groups to build the neighborhood base, and contributing to broader campaigns on issues of housing, school improvement, immigration, crime and safety, neighborhood services, etc. All work has a focus on leadership development to build the capacity of neighborhood leaders and institutions. - The Organizer will work with the Executive Director and Development Coordinator to write reports to current funders and assist with grant development to current and potential funders. - The Organizer will work with a team of organizers, and will attend weekly staff meetings and participate in a staff peer accountability team. - On-going community organizing training will be provided to new organizers. Requirements: - Minimum one year experience in organizing, activism, or related field. - Commitment to social justice and understanding of community organizing approach to social change. - Flexibility and strong interest in working as part of a team with other staff and neighborhood leadership. - Spanish language skills. Compensation: - \$25 to 32 K based on experience - Health and dental insurance - 403b and life insurance - 2 weeks progressing to 5 weeks vacation - Three month probation for benefits

**NWBCCC / CC9 Education Organizer** Responsibilities: - The main responsibilities of the Education Organizer are to bring together parents and youth to fight for improvements in local schools, tie these local fights to broader campaigns for policy change, and develop a strong, broad leadership base. Day-to-day responsibilities include building local school campaigns, developing parent and youth leadership and a strong NWBCCC Education Committee, working to develop relationships with teachers and administrators, and developing broader campaigns to reduce school overcrowding, improve teaching and learning, and develop and win educational policy changes. - Work with the six community groups that make up the Community Collaborative to Improve District 9 Schools (CC9) to develop local parent-teacher partnerships, implement an innovative lead teacher program, and develop other school improvement campaigns. - The Organizer will work with the Executive Director and Development Coordinator to write reports to current funders and assist with grant development to current and potential funders. - The Organizer will work with a team of organizers, and will attend weekly staff meetings and participate in a staff peer

accountability team. - On-going community organizing training will be provided to new organizers. Requirements: - Minimum two years experience in organizing, activism, or public school education. - Commitment to social justice and understanding of community organizing as an approach to social change. - Knowledge of school reform strategies, and/or experience working with urban public schools. - Flexibility and strong interest in working as part of a team with other staff and neighborhood leadership. - Spanish language skills. Compensation: - \$25 to 34 K based on experience - Good benefits including health and dental insurance, 403b and life insurance - 2 weeks progressing to 5 weeks vacation, three month probation for benefits For either position, send resume and cover letter to: Clay Smith NWBCCC, 103 E 196 Street, Bronx, New York 10468 Fax: (718)733-6922 Email [clay.smith@nwbccc.net](mailto:clay.smith@nwbccc.net)

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**Housing Works, Inc Researchers** This study aims to address gender and racial/ethnic disparities in AIDS medication clinical trials. The goals of the study are to develop a two-session intervention, based on social-cognitive and motivational interviewing principals, to address the various barriers HIV-positive individuals may experience regarding enrolling in AIDS clinical trials using qualitative and quantitative methods. We will evaluate the efficacy of the intervention among individuals living with HIV at clinics and community-based organizations in New York City over two years, also using qualitative and quantitative methods. The study is a collaborative effort between Housing Works, the National Development and Research Institutes, and the Beth Israel Medical Center AIDS Clinical Trials Unit. **Responsibilities:** · Assist in formulating research questions for empirical testing · Assist in formulating and using qualitative research methods, including interviews and focus groups · Develop instruments for qualitative data collection with service providers and persons living with HIV/AIDS · Collect qualitative data from service providers and persons living with HIV/AIDS · Perform analysis of qualitative data and incorporate statistical data · Prepare project reports and recommendations · Perform other related duties as required **Education/Experience-** · At least one year relevant experience as a Research Associate and a Masters degree or Two years of relevant experience and a Masters degree or Five years of specialized experience and a Bachelor's degree. And Prefer doctoral level training in qualitative social science methods **Special Qualifications:** Knowledge of qualitative interviewing and analysis required. Previous research experience in HIV/AIDS, substance abuse, under-served and/or minority populations, and health care preferred. Proficient in Spanish preferred. **Salary:** \$27,000 (@ 60%) **To apply send cover letter and resume to: Attn: Research Department/IT, Housing Works, Inc. 594 Broadway, Suite 700, New York, NY 10012**

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**Visionary Health Concepts** ([www.freehivinfo.com](http://www.freehivinfo.com)), a woman- and HIV/HCV+ owned and operated health education company, as well as a member organization of the Women's Collaborative of New York, is seeking applicants for an Outreach Coordinator for an educational community forum series that provides easy-to-understand information about HIV and hepatitis C to consumers and their healthcare providers. **P/T Outreach Coordinator** to assist team in recruiting attendees for our community forum series. The Outreach Coordinator will be provided with a confidential list to conduct outreach calls to ASOs, CBOs, healthcare clinics, drug treatment centers, hospitals, etc. to increase knowledge about the forum, recruit volunteers to help promote the forum by distributing flyers, as well as troubleshoot any barriers that might prevent people from attending the forum. Candidate must have excellent phone skills and experience with outreach for community events or telemarketing experience. Candidate will be expected to provide supervisor with weekly report of outreach status (ie, # of calls conducted, status of calls, outcome/actions steps that are a result of calls). Special attention will be given to candidates who have community organizational skills or meeting coordination. **Required Qualifications:** The ideal candidate should have the following qualifications: \* A home office set-up with a computer, fast internet access, separate telephone line, and printer (fax machine is preferable but not required) \* Computer competency and excellent knowledge of Excel and Word \* Effective verbal communication skills and an intuitive listener \* Excellent organizational skills, ability to manage multiple tasks and meet deadlines \* Knowledge and experience in community organizing. Familiarity with community development principals and tools that strengthen community participation \* Working with community leaders and volunteers of diverse backgrounds \* (Preferred but not required) Experience planning and facilitating meetings \* A competitive project-based fee will be offered, commensurate with experience. \* Please send a resume and brief cover letter (do not call) to [edu@vhconcepts.com](mailto:edu@vhconcepts.com) or to fax# 800-407-2505.

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**SETTLEMENT HEALTH, PROGRAM COORDINATOR:** The Program Coordinator will be responsible for overall coordination of Center for Disease Control and Prevention HIV prevention project which encompasses conducting targeted, culturally appropriate behavior modification theory-based interventions and trainings in relation to Community Promise and Safety Counts to groups on-site at Settlement Health's clinic and at areas in the East Harlem Community where persons at high risk for HIV infection congregate. The Program Coordinator will be responsible for overall implementation of the program insuring that all goals and objectives are met, implementation of program activities, and evaluation. The Program Coordinator will collaborate and coordinate with the Health Education Recruitment Specialist for conducting all workshops/presentations and outreach efforts ensuring that workshops follow the procedural guidance developed by the CDC. The Program Coordinator will be responsible for data entry and the development of role model stories and marketing materials to disseminate throughout the East Harlem community. The Program Coordinator will also be responsible for recruitment of individuals for various behavioral interventions

and referring individuals for counseling testing and prevention case management services at Settlement Health and subcontracting agency. The Program Coordinator will supervise 2 Peer Educators. **ELIGIBILITY REQUIREMENTS:** Bachelors Degree in Community Health, Health Education, Social Work, or related field. Prior experience in curriculum writing and program evaluation. At least two years experience as health educator in community based setting or health care setting, preferred. Extensive knowledge of Microsoft publisher and the development of media marketing materials. **SELECTION CRITERIA:** Bilingual (English/Spanish) preferred; experience working in low-income communities; computer literate; very well organized; well-spoken and able to work independently and with a team. **LOCATION:** East Harlem, 2082 First Avenue, off 108<sup>th</sup> St. **FRINGE BENEFITS:** We offer a competitive benefit package which includes vacation and sick time; health, life and long term disability insurance; pension; and tax-deferred annuity plans. **APPLICATION:** We are an equal opportunity employer; people of color, women and immigrants are strongly encouraged to apply. Applications will only be accepted through facsimile transmission, **(212) 360-2618** or by mail to **212 East 106th Street, New York, NY 10029. Attention: Janet Patry, Director of Human Resources** [jpatry@settlementhealth.org](mailto:jpatry@settlementhealth.org) **ABOUT SETTLEMENT HEALTH:** Settlement Health is a community health center based in East Harlem. We have provided this community, since our inception in 1977, quality primary health care services regardless of our patients' ability to pay. Our mission is to deliver comprehensive and accessible health care to all who seek and need it. Additionally, we offer the community other support programs such as Social Services; HIV/AIDS counseling and testing, and education; health education and perinatal services. We presently employ about 70 people and provide care to over 8,000.

**Director, Third Wave Foundation (NYC)** A seven-year-old organization with a budget of approximately \$700,000, the Third Wave Foundation is looking for a Director. We seek someone with excellent management skills, fundraising and grant writing experience, and a strong vision of strategies that will support young women and their allies, as well as help Third Wave grow and develop. Third Wave is the only activist foundation working nationally to support young women between the ages of 15 and 30. We contribute 100% of our resources to young feminists and the projects that serve them nationwide. Third Wave makes grants in the areas of grassroots organizing and advocacy, reproductive health and justice, and scholarships; conducts public education campaigns, and facilitates networking between young women led groups around the country. Position Summary: The Director is responsible for the overall health, wellness, and effectiveness of the Third Wave Foundation. Overall Responsibilities:- To work with the board and staff to develop and maintain the strategic vision and framework that shapes Third Wave's work; - To work with the board to develop and coordinate Third Wave's programs;- To implement the necessary strategies to achieve Third Wave's goals; - To coordinate the strategic interaction among all functions of Third Wave, including program activities, fundraising, communications, evaluation, research, staffing, planning, organizational development, budgeting, administrative systems and other issues as needs arise; - To serve as a primary point of contact and build strategic relationships with funders, people with wealth, allied organizations and others important to Third Wave's growth and success; - To trouble-shoot, problem solve and manage "crises" or new situations within the organization. 50% Development Work; 25% Programmatic and Organizational Work; 15% Management; 10% Administrative Work The successful candidate will have: - Demonstrated abilities in management, consensus and team building, and organizational skills;- A proven track record with fundraising, including membership, grants, major donor and business appeals, special events and activities; - Effective writing and communication skills, including grant applications and public speaking; - The ability to interact with a wide variety of people - A working understanding of third wave feminism with a willingness to obtain additional training in race, gender, class and other social issue politics; - Experience working with an active board or supervising committee preferred. - BA/BS degree and 3+ years experience leading, managing and motivating staff and volunteers or an equivalent combination of education and experience; non-profit organization experience preferred, but not required. Travel is required. The Third Wave Foundation is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities and lesbian, gay, bisexual and transgender persons to apply. Candidates should send resume and cover letter with salary requirement to Kalpana Krishnamurthy at [Kalpana@thirdwavefoundation.org](mailto:Kalpana@thirdwavefoundation.org). Applications will be accepted until November 15, 2004.

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**WELFARE LAW CENTER 275 SEVENTH AVE., SUITE 1205, NEW YORK, NY 10001-6708 (212) 633-6967**

**[WWW.WELFARELAW.ORG](http://WWW.WELFARELAW.ORG) [WWW.LINCPROJECT.ORG](http://WWW.LINCPROJECT.ORG) Administrative Assistant** The Welfare Law Center, a growing legal/policy organization, is a national leader in advancing the cause of economic justice for low-income families, individuals, and communities. **Responsibilities:** The position combines a range of secretarial and administrative support work, responsibility for producing and organizing litigation related materials, and support for Center fund-raising efforts. Overall supervision (e.g., allocation of time and priorities) is provided by the Office Manager in consultation with relevant staff. The work itself is under the supervision of specified members of the professional staff. **Duties: A. Secretarial and Administrative Support Responsibilities (approximately 60% of time)** • Word process correspondence, reports, memoranda, newsletters and legal briefs in draft and final form following office style and format procedures, and where necessary court rules, working from previously printed and marked up, or handwritten, copy. Edit for spelling, format and typographical errors. • Prepare outgoing material for posting, arranging for any special services requested, e.g., messenger service, overnight mail. • Establish and

maintain files and follow-up systems, as requested, for members of professional staff. • Administer informal relief systems in Center cases (including receiving complaints from other offices, submitting them to the relevant agency, following up with the agency, and reporting back to the sending office). • Input data into databases and generate reports. • Place outgoing calls, as requested, for members of professional staff. Arrange appointments, meetings and travel, as requested, for members of professional staff. • Post material from Center staff on Center web pages. • Perform other general secretarial duties including photocopying and faxing. • Assist staff in the use of computer programs (word processing, databases, spreadsheets, etc.) • With other support staff, as requested by Office Manager, share in receipt of incoming calls, screening and then disposing of them by answering routine inquiries or by routing to other members of the staff as appropriate; share in performing other office tasks including office-related errands. **B. Library/Litigation Filing Systems Responsibilities (approximately 20% of time):**• Catalogue, shelve, and file litigation materials in Center library files, and input materials into computer systems for storing and accessing materials. • Maintain case files for all Center litigation. **C. Development Support (approximately 20% of time)** • Tasks are largely similar to those described under Secretarial, as well as conducting research on web of potential donors or funding sources **Qualifications:** • High school graduate or equivalent • At least three years of secretarial or similar experience • Type at least 45 wpm, skilled at word processing, comfortable with new technology and computer programs (for example, learning user-friendly open source web page update programs) • Able to exercise sound judgment including recognition of when to consult with supervisor; able to take initiative and ownership of work, and a good team player • Well organized, able to manage multiple, competing tasks • Able to follow written instructions and write clearly • Able to work under pressure • Pleasant manner towards staff, visitors and while taking phone calls • Desirable but not required: familiarity with both WordPerfect and Word, databases, SPSS, and/or desktop publishing **Salary and Hours:** • \$33,000 and up, depending on experience • Medical, dental, life and disability insurance, vacation, sick leave, parental and medical leave, retirement contribution • 35 hour work week, 5 days starting at either 9:00 or 9:30. Must be available for occasional overtime evening and weekends. The Center is an Equal Opportunity Employer seeking qualified applicants without regard to race, color, sex, religion, sexual orientation, age, disability, marital status or any other consideration prohibited by law. Persons of color, formerly on welfare or poor, are encouraged to apply. Interested applicants should send a resume and references to [aa@welfarelaw.org](mailto:aa@welfarelaw.org) We will acknowledge by e-mail; please do not call.

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**UNITE HERE Recruiters** <[e-activist@unitehere.org](mailto:e-activist@unitehere.org)> -Become an Organizer or Campaign Researcher Fight for Justice for Service Workers Positions are immediately available for activists with energy, communication skills and a passion for justice. Organizers are needed for multi-service campaigns and other drives in San Francisco, Los Angeles, Seattle, Atlanta, Miami, Houston, Dallas, Phoenix, San Diego, Baltimore and others. Travel is required. Salary starts at \$550/week, plus travel expenses. Apply online at: <http://www.unitehere.org/jobs/organizers.asp> . Send a resume and cover letter to [organizerjobs@unitehere.org](mailto:organizerjobs@unitehere.org). Campaign researcher jobs are available in Boston, Chicago, Washington, DC and New Haven, CT, and in Montreal, Quebec go to: <http://www.unitehere.org/jobs/> for details and application instructions. Historic Joint-Union Organizing Drive Now Hiring Three Huge Companies Dominating Rapidly Growing Multi-Service Industry Are Focus This past summer UNITE HERE and the Service Employees International Union (SEIU) announced an innovative joint initiative to organize the three biggest multinational providers of food, janitorial and other services, Sodexo, Aramark and Compass. UNITE HERE already represents 30,000 workers in the multi-service industry in hospitals, schools, universities and industrial laundries. By joining forces with SEIU, we plan to organize tens of thousands of workers and raise standards across the industry in an international multi-union effort on a scale unprecedented in recent labor history. For ongoing information about this campaign visit <http://www.serviceworkersolidarity.org/> .

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**Outreach Coordinator National Outreach Manager Independent Television Service, Inc.** ([www.itvs.org](http://www.itvs.org)) is a nonprofit organization created and chartered by Congress to make unique, provocative, compelling programs for public television by independent producers. ITVS is an equal opportunity employer; women and people of color are encouraged to apply. ITVS' Community Connections Project (CCP) is a public education and outreach project that transforms timely social issue independent film and public television broadcasts into tools that engage communities and classrooms, convene public dialogues and support ongoing positive action - both locally and nationally. Job Summary: The Outreach Coordinator is responsible for coordinating outreach and educational projects through the CCP, serves as a liaison with CCP field organizers, public television outreach staff, develops and implements select local and national outreach campaigns, and performs duties as an assistant to the National Outreach Manager. ITVS seeks a person who can work independently, has excellent follow through, has facilitation skills, is creative, diplomatic and has a good sense of humor. The successful candidate will have well-developed written and communication skills as well as superior organizational and database management skills **Duties and Responsibilities:**

- \* Develop show specific social issue outreach campaigns
- \* Develop national/local partnerships as needed
- \* Create and coordinate outreach and educational materials for campaigns
- \* Establish and maintain working relationships with co-presenting organizations and public television outreach staff
- \* Monitor work of CCP field organizers
- \* Update and maintain content for outreach section of [itvs.org](http://www.itvs.org)
- \* Collect, edit and distribute CCP field reports and quarterly metrics
- \* Create, organize and maintain outreach files and databases
- \* Make presentations at conferences
- \* Organize annual CCP retreat

Collaborate with Outreach Manager on special projects Minimum Qualifications: Bachelors' degree, minimum 2 years experience in social issue outreach, community development, education or media literacy. Demonstrates proficiency in Word, Filemaker, Excel and Internet research. Understanding of relevant social issues experienced in underrepresented communities locally and nationally. Email cover letter, resume, and one-page writing sample to [itvs@itvs.org](mailto:itvs@itvs.org). Please put Outreach Coordinator in the subject of your email. No applications or enquiries will be taken via telephone. For more information on ITVS please go to [itvs.org/outreach](http://itvs.org/outreach)

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**INTERNATIONAL GAY AND LESBIAN HUMAN RIGHTS COMMISSION Asylum Documentation Program part-time position** fall/04 The International Gay and Lesbian Human Rights Commission's [IGLHRC] mission is to secure the full enjoyment of the human rights of all people and communities subject to discrimination or abuse on the basis of sexual orientation or expression, gender identity or expression, and/or HIV status. A US-based non-profit, non-governmental organization (NGO), IGLHRC effects this mission through advocacy, documentation, coalition building, public education, and technical assistance. The Asylum Documentation Program [ADP], is one of the three programs within IGLHRC and is run by one staffer with support from volunteers. The Asylum Documentation Program supports worldwide claims for political asylum made by those who fear persecution based on sexual orientation, gender identity, or HIV/AIDS status. This is achieved by providing documentation on human rights abuses perpetrated against lesbian, gay, bisexual, and transgender (LGBT) people, and those living with HIV/AIDS. We provide this information to persons considering an asylum claim and to their lawyers/advocates, as well as (in some cases) to other interested parties. We also help people contact immigration advocates or organizations whenever possible.. The Asylum Documentation Program is based in San Francisco, CA

**Part-Time ADP Program Assistant** € Respond to requests for documentation for asylum claims based on sexual orientation and/or HIV status. This includes database input, filing, invoicing, photocopying and sending country conditions packets to asylum seekers, attorneys, immigration authorities, and others.. € Assist with management of asylum country packets, which includes updating documentation packets for each country as more human rights and asylum information becomes available. € Assist with the documentation research. Research to be conducted on the status of lesbians, gay men, bisexuals, the transgender, and people with HIV and AIDS. € Administrative support including, answering phones and performing other reception duties; respond to requests for information by phone, fax or E-Mail; and perform other administrative tasks as needed. Taking packets to the post office and picking up mail. Maintaining mail supplies, and metering machine needs

Required Qualifications: Commitment to sexual rights, human rights, lesbian and gay liberation and/other progressive political movements. Strong organizational and Macintosh computer skills, including electronic mail and database management. Ability to work under pressure and in a lively office setting. Strong interpersonal, analytical, writing, and research skills. Ability to juggle competing tasks in an organized and timely fashion imperative. Preferred Qualities and Qualifications: Human rights or legal background. Spanish/ English language fluency and or/other foreign language skills. Travel and life experience in non-US communities and cultures. Sense of humor a must. Schedule: The position reports to the Asylum Documentation Program Coordinator. Schedule, hours per week, start and end dates, are all negotiable. 15 - 20 hours a week. Contact: Dusty Araujo IGLHRC/SF Asylum Documentation Program Coordinator PO Box 558 San Francisco, CA 94104 Tel 415-398-2793, Fax: 415-398-4635 e-m: [aasylum@iglhrc.org](mailto:aasylum@iglhrc.org)

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MAKE CHECK PAYABLE TO NYC AIDS HOUSING NETWORK AND MAIL TO 80A FOURTH AVENUE BROOKLYN, NY 11217

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