



CHICAGO BLACK GAY MEN'S CAUCUS PROGRAM Specialist

Job Description
Full-Time

Chicago Black Gay Men's Caucus (CBGMC) is seeking a full-time Program Specialist to support our agency's outreach, program expansion, and routine operations. The position will coordinate our agency's youth outreach and HIV awareness programming and focus on engaging with young MSM between the ages of 18 and 29. A successful candidate will be able to demonstrate their ability to coordinate comprehensive programming that focuses on promote safe spaces for black MSM community members.. The essence of the program is community mobilization and empowerment while creating a process by which young LGTBQ+ men encourage each other to have honest conversations about sex and intimacy. The Program Coordinator will work under the supervision of our agency's Executive Director to support CBGMC's program portfolio. This position will also support additional duties as assigned.

MORE ABOUT OUR AGENCY

The mission of CBGMC is to advance health equity among Black gay, bisexual and same gender loving men by developing community-centered leadership and innovative programs. Our philosophy is that preventing new HIV infections and ensuring healthcare engagement for those living with HIV can only succeed through community-informed models of work.

Primary Responsibilities:

Programming & Events (60% worktime)

- Participate in the design and preparation of outreach activities.
- Recruit, train, and supervise young gay and bisexual men to participate in peer outreach activities.
- Organize and facilitate weekly outreach planning meetings.
- Participate in the development of safer sex educational materials.
- Attend Project staff meetings and participate in community advisory board meetings.
- Keep records of outreach activities.
- Co-facilitating small group safer sex workshops for young gay and bisexual men.

Public Relations (30% worktime)

- Update online platforms, including website, e-newsletter, Facebook, and Instagram to raise awareness of program information.
- Document program events and meetings through photo and video
- Maintain multimedia database to support production of marketing collateral.

Administration & Operations (10% worktime)

- Assist in preparing staff reports, tracking consultant time, and processing payments.
- Rewrite, format, and proofread resource listings, curriculums, and marketing materials.
- Support basic office operations such as message triage and filing.
- Submit reports and tasks log using project management software.

Qualifications:

- Bachelor's degree or equivalent experience in human services, organizational development, and public health
- At least 2 years of experience working with diverse Black gay, bisexual, same gender loving men and other MSM populations.
- At least 2 years of experience in group facilitation, online engagement, and clerical work
- Certification and experience administering HIV testing preferred
- Basic knowledge of HIV epidemic, epidemiology, and social determinants of health as related to impact on Black gay, bisexual, and same gender loving men
- Collaborative style with the ability to work efficiently across programs, and stakeholders.
- High degree of personal initiative with ability to meet aggressive strategic goals, work independently and thrive within a creative culture.
- Knowledge of Microsoft Office suite, digital platforms, and content management systems
- Excellent writing/editing skills, verbal communications, organizational and project management skills; strong leadership skills

Benefits

This is a full-time position with insurance and retirement benefits, including health, dental, life, and disability.

Salary

\$40,000 – 48,000 annual salary. Based on experience.

Interested parties should visit [CBGMC website](https://chicagoblackgaymenscaucus.org/careers/) to complete an application: <https://chicagoblackgaymenscaucus.org/careers/>.

Please send questions and concerns to info@cbgncaucus.org.

Non-Discrimination Policy Statement

Chicago Black Gay Men's Caucus values all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated

equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please report to agency leadership as soon as possible. Every complaint will be appropriately investigated.