



## Job Announcement

Title: **Program Assistant, HIV Community Planning Council**  
Department: **Volunteer and Community Support Services**  
Reports To: **Program Manager**  
Status: **Part-Time, Non-Exempt**

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Shanti is a San Francisco based non-profit that builds human connections to reduce isolation and improve quality of life. Shanti also provides support and administrative services to San Francisco's HIV Community Planning Council. The existence of a thriving HIV Community Planning Council is essential to meeting the service needs of people living with HIV/AIDS in San Francisco and the Bay Area.

**POSITION SUMMARY:** The Planning Council Assistant is responsible for a range of administrative tasks in support of the HIV Community Planning Council. This position will be present for council meetings and team meetings. This position may also work remotely, when possible.

### **PRIMARY DUTIES:**

- Note-taking/minutes for all Planning Council and associated committee and work group meetings.
- Transcription of recordings for all Planning Council and associated committee and work group meetings.
- As needed: logistical support for coordination of Planning Council and associated committee and work group meetings.
- As needed: support for community needs assessments and focus groups including group facilitation, data entry and analysis, and logistical support
- As-needed: support for council member trainings and orientations, as well as ongoing support for council members. This may take many forms (e.g. helping a council member understand a policy issue, ensuring council process, making council members business cards, etc.)

### **SECONDARY DUTIES:**

- Liaison to San Francisco Department of Public Health HIV Health Services Staff and other community partners
- Such other duties as may be assigned by the Planning Council Program Managers or Director.

**QUALIFICATIONS:** We seek highly qualified candidates with as many of the following areas of knowledge, ability, skills and experience as possible:

- Experience with or demonstrated interest in public health policy preferred.
- Excellent written and verbal communication skills.
- Excellent clerical skills including familiarity with Microsoft Word, Excel, and PowerPoint.
- Demonstrate sensitivity to the needs and requirements of subpopulations that are affected by the HIV epidemic in San Francisco
- Ability to collaborate and cooperate with individuals from a broad spectrum of educational, economic, social, and cultural backgrounds
- Personal commitment to the mission and values of Shanti.

**COMPENSATION AND BENEFITS:** Compensation is \$20.00–\$23.00 per hour, depending on level of clerical/administrative experience. Shanti offers a comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and Identity Theft Protection. A 403B saving plan is also available to all employees regardless of FTE status.

Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. In the first year of employment, half-time employees earn 45 hours of sick time and 56.25 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive 2 personal days annually as well as 14 paid holidays.

**PHYSICAL REQUIREMENTS:** While performing the duties of this position, the employee is regularly required to travel to various meeting locations in the city of San Francisco and be comfortable carrying equipment needed for these meetings (e.g. backpack containing laptop, meeting documents, and recorder). The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EQUAL OPPORTUNITY:** Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates from people of all backgrounds.

**APPLICATION PROCESS:** To apply, please send a resume and a cover letter to David Jordan, Program Manager at: [djordan@shanti.org](mailto:djordan@shanti.org). Please no phone calls.