



## Job Announcement

**Title:** HIV Programs Coordinator  
**Department:** Shanti HIV Programs  
**Reports To:** HIV Programs Manager  
**Status:** Full Time, 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.**

**OUR HISTORY:** Dr. Charles Garfield founded the Shanti Project (Shanti) in 1974 as a young psychologist working on UCSF's oncology unit. It was there that he became aware of the profound isolation and loneliness experienced by so many of his patients as they faced a short life span. He resolved that no one should have to experience a life-threatening illness alone. And so, he began to train volunteers to provide sophisticated emotional and practical support while listening deeply, with compassion, to the stories and needs of people facing serious illness and death. This was the beginning of San Francisco Bay Area's Shanti Project, one of the first organizations in the world to train lay volunteers to treat what mainstream medicine does not and cannot treat - isolation and loneliness.

**POSITION SUMMARY:** Shanti is seeking a dynamic and proactive individual who has excellent organizational skills and the desire to contribute in a variety of ways to a long-standing, client-centered HIV program. The HIV Programs Coordinator is responsible for ensuring that clients are in compliance with Ryan White eligibility requirements and that staff time with clients is accurately collected and compiled in order to reach the program's monitoring goals. This position offers the opportunity to support the San Francisco HIV community by assisting with the planning of events, such as dances, retreats, seminars and, support groups. This role will allow for the balance of community and data support which is essential to the success and sustainability of Shanti's HIV Programs.

**PRIMARY DUTIES:**

- Administrative support for program staff including meeting facilitation, creation of intervention and program related documents, printing, purchasing, rentals and any other necessary logistics.
- Maintain documentation, progress notes and client records according to departmental standards, using a computer based client information system (ARIES).
- Enter data from program activities into required data capture systems.
- Retrieve and analyze data using Excel, Salesforce.com, and other data management systems.
- Compile data for monthly contract invoice submission.
- Execute data migrations and a data quality program focused on completeness, deduplication and standardization.
- Work with program staff to set short and long term program goals and objectives; manage timeline to ensure that goals and objectives are met.
- Help create and coordinate outreach materials and advertising.
- Track individual and group client contacts.
- Maintain confidential client charts; complete all required documentation for services provided.

- Assist with the collection and analysis of ongoing program evaluation data.

#### **SECONDARY DUTIES:**

- Participate in weekly team meetings and supervision.
- Participate in department and agency functions and fundraising activities as assigned.
- Participate in the development and delivery of educational and social programs for clients.
- Perform other tasks as identified and assigned.

#### **QUALIFICATION/REQUIREMENT:**

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

- College degree in a relevant field AND/OR minimum 3 years' experience in non-profit or social service field.
- Knowledge of HIV/AIDS and HCV issues, health-impacting biological and psychosocial cofactors, and mind-body medicine.
- Sensitive to a diversity of communities affected by HIV and Hepatitis C, including but not limited to issues of homelessness, sexual orientation, gender, language, spirituality and culture.
- Familiarity and strong belief in the philosophy of Harm Reduction.
- Experience in data collection, data entry, monitoring, and reporting.
- Client-centered and service-focused, ability to maintain client confidentiality.
- Comfortable with frank sexual and other health-related materials and discussions.
- Ability to establish and maintain effective working relationships with a variety of individuals and groups.
- Excellent organizational skills, oral and written communication skills, and computer skills, including MS Word, Excel, and PowerPoint.
- Strong familiarity with Salesforce Lightning.
- This position requires a flexible schedule (e.g., scheduled evenings, occasional weekend day).
- All Shanti employees must provide proof of vaccination for COVID-19 or complete weekly testing.

**COMPENSATION/BENEFITS:** Shanti offers a competitive non-profit salary and 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 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. Employees begin accruing sick 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 15 paid holidays.

**PHYSICAL REQUIREMENTS:** 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.

While performing the duties of this job, the employee is regularly required navigate and travel around the city of San Francisco using public transportation and be comfortable walking or standing for extended periods.

**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 Liz Stumm, HIV Programs Manager at: [lstumm@shanti.org](mailto:lstumm@shanti.org). Please no phone calls.

