



Job Announcement

Title: **Program Coordinator, HIV Community Planning Council**
Department: **Community Services Program (Volunteer and Community Support Services)**
Reports To: **Program Manager**
Status: **Full-Time, Non-Exempt**

Shanti is a San Francisco based non-profit that builds human connections to reduce isolation, enhance health and well-being, and improve quality of life.

OUR HISTORY: For 48 years, Shanti has been cultivating compassion in our community. Founded in 1974 by Dr. Charles A. Garfield at the UCSF Cancer Institute, Shanti was one of the first volunteer organizations in the United States to provide support to people with life-threatening illness. From our earliest days, Shanti has shined a light on the invisible suffering that accompanies illness and isolation. And we have called on the community to be the difference between zero and one—the difference between facing life’s most difficult challenges alone or with one person by your side.

POSITION SUMMARY: The Program Coordinator will be an integral part of the team which works to support the San Francisco EMA HIV Community Planning Council (“the Council”). The Council is a collaborative regional body that consists of volunteer and government appointees from throughout San Francisco, Marin, and San Mateo counties including persons living with HIV, community members, and representatives of private and public agencies providing a wide range of HIV-related services and programs. The Council allows our region to examine HIV prevention and care through a unified lens, and to develop innovative, effective, and integrated responses to meet the shifting needs of the HIV epidemic. Each year, the Council is responsible for allocating funding for over \$17 million in local Ryan White-funded HIV care and service programs.

PRIMARY DUTIES:

- Note-taking/minutes for all Planning Council and associated committee and work group meetings, including transcription of recordings. Uploading of minutes and recording links to website.
- Logistical support for coordination of Planning Council and associated committee and work group meetings, including the e-distribution of meeting notices and other announcements, room reservations, ordering and coordination of meals.
- As needed: tracking and monthly presentation of (1) demographic data and (2) council member attendance to the Membership committee.
- As needed: support for membership protocols, including Mayoral appointment process, State 700 forms.
- 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 council members to understand policy issues, ensuring council process, making council members business cards, etc.).
- Other duties as assigned.

QUALIFICATION/REQUIREMENT: 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 and/or HIV-focused legislation.
- 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 HIV 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.
- Must be fully vaccinated for COVID-19 or willing to get weekly.

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary starting at \$50,000 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 an optional Teledoc plan. 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, employees earn 90 hours of sick time and 112.5 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 15 paid holiday

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 occasionally required navigate and travel to meeting locations around the city of San Francisco. The employee will also be required to support the set-up and break-down of council meeting spaces.

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. We also will consider for employment qualified applicants with arrest and conviction records.

APPLICATION PROCESS: To apply, please send a resume and a cover letter to Community Planning Director, David Jordan at: djordan@shanti.org. Please no phone calls.