



TRAINING & TECHNICAL ASSISTANCE SPECIALIST I

Grade 6 – PROJECT COORDINATOR/TRAINING & TECHNICAL ASSISTANCE – POSITION #: TTASI121609

Education Development Center (EDC) is one of the world's leading nonprofit research and development firms. Established in 1958, EDC designs, delivers and evaluates innovative programs to address some of the world's most urgent challenges in education, health, and economic opportunity. EDC has just been rated as one of the Top 30 places to work in Massachusetts. Our committed staff is engaged in projects ranging from small seed programs to large-scale national and international initiatives.

EDC is Committed to Diversity in the Workplace

EDC's Health and Human Development Division is seeking a Project Coordinator/Training and Technical Assistance (TTA) Specialist for its new HELP Center, which has just been funded by the Centers for Disease Control and Prevention (CDC). Over the next five years, the HELP Center will use face-to-face and cutting-edge online approaches to provide community agencies across the U.S. with the support they need to successfully implement proven HIV prevention programs. The Project Coordinator/Training & Technical Assistance Specialist will report to the Project Director in Newton, MA.

We are looking for an energetic, passionate individual with a demonstrated commitment to fighting HIV/AIDS and a strong interest in joining our diverse, multidisciplinary team. As the project coordinator/TTA provider, you will support agencies in delivering effective HIV/AIDS prevention services to populations at greatest risk, including African Americans and Latinos in communities with high rates of HIV/AIDS, men who have sex with men, and at-risk youth. If you want to be part of the next generation of change agents involved in stemming the epidemic by coordinating and providing TTA using innovative approaches, then this position is for you!

Here is a summary of what you will be expected to do:

- **Coordinate**– Coordinate day-to-day HELP Center activities, such as: overseeing registration for online events; scheduling meetings, organizing project communications and logistics; and, organizing and participating in meetings with key community stakeholders
- **Train** – Attend CDC trainings to become a trainer on selected evidence-based interventions (EBIs) and deliver trainings on these EBIs to service providers throughout the US
- **Provide TA** – Assist senior staff in providing capacity-building technical assistance to agencies with varying levels of needs/resources
- **Collaborate and network** – Engage regularly with CDC program staff and a nationwide network of capacity-building TTA providers
- **Travel** - About 30%-40% of the time (US only)
- **Document** – Document requests for TTA from CDC and community agencies and maintain careful records to demonstrate delivery of HELP Center services
- **Write**– Contribute to project reports, operational protocols and procedures, e-products, etc.

Additional Qualifications - This position will require superior organizational and time management skills; ability to multitask; careful attention to detail; demonstrable initiative and flexibility; ability to work with limited supervision; excellent interpersonal skills. We are looking for a candidate with:

- Bachelor's degree with prior TTA experience in HIV/AIDS prevention; and
- Prior administrative experience (e.g., project coordination, record keeping)
- **Fluency in oral/written Spanish and/or experience working with agencies serving Latinos/Hispanics, African Americans/Blacks and/or with men who have sex with men big pluses.**
- Master's degree in public health or education may substitute for some experience.

Requirements- Please submit a current **resume and cover letter**. If this sounds like you, tell us in your cover letter why you are passionate about this type of work and why you would make a fantastic addition to our team for the next 5 years!

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EDC is an Affirmative Action/Equal Opportunity Employer (M/F/D/V) and a smoke-free workplace and a welcoming environment.