



POSITION DESCRIPTION

Capacity Building and Technical Assistance Specialist

REPORTS TO:	Capacity Building and Technical Assistance Manager
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM
FLSA STATUS:	Exempt (Full-Time)
SALARY RANGE:	\$60,000 – \$75,000 Annually DOE
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

DESCRIPTION

Under the supervision of the Capacity Building and Technical Assistance Manager, the capacity building specialist will assist in the planning, development, coordination, and implementation of capacity building and technical assistance activities under the CHERP. The Capacity Building and Technical Assistance Specialist will work in collaboration with the CHERP Program Director, Capacity Building and Technical Assistance Manager, Evaluation Specialist, and other staff members.

DUTIES AND RESPONSIBILITIES

- Oversees and provides capacity building support to tribal communities to develop or strengthen HIV and syndemic conditions strategies.
- Collaborates with Health Communications Specialist and Copy/Video Editor in the development of technical assistance products.
- Provides trainings and technical assistance for evidence-based interventions and other public health strategies.
- Participates in on-going professional development trainings as identified by supervisor.
- Documents and tracks all program activity and participants.
- Demonstrates ability to design capacity building and technical assistance strategies based on clear needs identification and understanding of the operating context, and experience of working with tribal communities.
- Assist with technical and strategic direction of project activities to strengthen local systems and service sustainability among implementing partners.
- Directly support the tracking, development, and evaluation of the project's progress towards performance benchmarks to ensure their responsibility to funding agency requirements.
- Assist with data collection, data entry, data management, and analysis of datasets.
- Assists with the development of federal and non-federal grant applications and reports.
- Performs other tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Proficiency in oral and written communications.
- Dependability including excellent attendance and punctuality.

- Proficiency in various office applications such as word processing, databases and spreadsheets.
- Must be highly organized and able to carry out all responsibilities of the position with minimal day to day supervision.
- Must demonstrate knowledge of public health programs including design, implementation, and evaluation.
- Ability to follow verbal and written instructions with attention to detail.
- Proficiency in the use of software programs such as MS Word, Access, PowerPoint, Excel, and internet.
- High degree of sensitivity to issues of privacy and confidentiality.
- Mature judgment and professionalism in handling confidential matters.
- Ability to perform a variety of ongoing tasks efficiently and productively.
- Knowledge and/or experience working with American Indian communities and cultures.

QUALIFICATIONS

- Bachelor's Degree preferred.
- Three or more years of capacity building specialist and facilitation experience.
- Completion of background investigation and HIPPA certification required.
- Valid State driver's license and ability to drive for company-related business.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Hybrid or remote work eligible; must be a New Mexico resident.
- May require work beyond standard hours, including evenings and weekends.
- Occasionally involves light physical exertion such as using up to 20 lbs. of force and/or lifting 10lbs.
- Minimal noise level.
- Ability to stand, use hands, reach, ascend/descend stairs, talk, listen, and sit for extended periods.
- Direct daily contact with staff and public.
- Operate standard office equipment.
- Local travel is moderately required. Overnight travel outside of the area is occasionally required.

PREFERENCE

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.