



**COLOURS Organization, Inc.**  
**EMPLOYEE JOB DESCRIPTION**

**Title: Community Promise Coordinator**

*COLOURS* is currently looking for an individual to fill the position of *Community Promise Coordinator*. *COLOURS* is a culturally competent human/social service program committed to the sexual and gender minority communities of color. The program's expertise in the area of lesbian, gay, bisexual and transgender issues, HIV/AIDS prevention services, community organizing/building, advocacy and cultural competence has been recognized by various health, human/social service and educational organizations/institutions around the country.

**Position Summary:** Coordinate, administer and implement COLOURS Community Promise Program. Ensure that proper procedures/protocols are established, implemented, adhered too and evaluated. Ensure that all Centers for Disease Control and City of Philadelphia protocols, requirements for implementation are adhered to and documented. Ensure that all mandated reports are complete, accurate and submitted.

**RESPONSIBILITIES:**

- Coordinate the functions of COLOURS Community Promise Program., including interaction/supervision with management, staff, volunteers and funders
- Ensure program functions meet the generally accepted standards as established by the Centers for Disease Control and the City of Philadelphia
- Actively recruit client (s) and encourage their participation in Community Promise Program, including performing street and internet outreach (will require lifting outreach bag @10 LBS)
- Link client (s) (when appropriate) to appropriate quality medical and social services to maintain or improve the physical and emotional health of clients who are found to be HIV-infected
- Link HIV-negative client (s) to appropriate counseling and medical services to maintain HIV-negative status
- Ensure Letters of Agreement with external program partners are in place
- Encourage the involvement of clients in other community activities that encourage understanding self growth, empowerment, HIV prevention and participation in the planning and implementation of such programs
- Encourage the adoption of appropriate safer sex behaviors and safer behavior associated with drug use
- Assist client (s) in identifying resources to help maintain a drug-free status
- Maintain appropriate documentation of services and prepare reports as directed by the Executive Director, City of Philadelphia rules, agency rules and procedures
- Accurately and timely completion of the required number of Community Promise stories including writing, editing and coordination of graphic design, and printing
- Ensure that all Community Promise stories are properly vetted internally and externally by the City of Philadelphia prior to public dissemination
- Ensured that the required numbers of program participants are appropriately trained for the diffusion of the program.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree in a health or social science field is preferred. An equivalent combination of education and experience may be considered
- Minimum of two to five years of experience in community building, program supervision and/or management
- One to three years experience in HIV prevention, risk reduction and/or social work
- Familiarity and comfort ability with the targeted communities
- Excellent verbal and written communication skills, strong interpersonal and analytical skills
- Demonstrated understanding of the cultural and ethnic diversity of sexual and gender minority people of color
- City of Philadelphia HIV CTR certification preferred

*Send cover letter and resume with salary requirements by September 30, 2009 to:  
(Salary commensurate with experience, plus benefits package)*

*Attention: Robert K. Burns, Deputy Director  
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Philadelphia, PA 19102  
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**COLOURS/GPUAC IS AN EQUAL OPPORTUNITY EMPLOYER**