



PROGRAM COORDINATOR

Job Summary:

Tucson Interfaith HIV/AIDS Network's Program Coordinator for the Buddy, Positive Plus, and Transportation Support initiatives provides direct services for people living with HIV (CarePartners) by developing and coordinating three essential program areas: (1) individualized volunteer-based support through the Buddy Program, (2) group-based wellness, support, and educational programming through Positive Plus Program, and (3) Transportation Support to improve access to care and community engagement. The Program Coordinator matches and oversees volunteer buddies while planning and facilitating engaging group activities and offering transportation support for access to vital health and support services. This role plays a key part in designing, improving, and implementing these program initiatives to ensure they remain responsive to the evolving needs of CarePartners and aligned with TIHAN's mission.

Job Impact:

By offering individualized, group-based, and transportation support services, this role directly addresses the social, emotional, and practical needs of people living with HIV. The Program Coordinator improves quality of life for CarePartners through consistent program delivery, thoughtful volunteer engagement, accessible events, and transportation coordination. This position helps build a stronger, more inclusive community where people with HIV feel supported, connected, and empowered.

Duties and Responsibilities:

- Develop and coordinate programs and services based on current and future needs
- Train and support volunteers on program, boundaries, and reporting requirements.
- Track and evaluate impact through surveys and documented contact.
- Plan and facilitate group events including monthly social gatherings and bi-monthly sessions alternating between support and educational purposes.
- Recruit speakers, develop program topics, and create inclusive, affirming spaces for discussion and connection.
- Promote mental health, wellness, treatment adherence, and HIV-related education in engaging formats.
- Encourage peer support and community involvement through safe and creative group settings.

- Perform other duties as needed to support the success of the organization and its mission.

Qualifications:

- Background in developing and providing direct services and programs.
- Familiarity with working with people who are LGBTQ+ and other vulnerable populations.
- Strong organizational skills, with the ability to multi-task and prioritize daily responsibilities while maintaining the flexibility to shift as needed.
- Excellent communication skills, including the ability to confidently facilitate in front of a large diverse audience.
- Computer skills, including Microsoft Office proficiency and experience with database programs.
- Detail-oriented and have the capacity to coordinate projects and events.
- Cultural sensitivity and excellent cross-cultural communication skills.
- Ability to creatively problem-solve and remove barriers.
- Must have reliable transportation to get to meetings and events outside of the TIHAN office.
- Requires ability to lift and move boxes and bins weighing up to 50 pounds.
- Flexibility to work evenings and weekends to support events, volunteer activities, or program needs.
- Experience coordinating volunteer programs, preferred.
- Bachelor's degree, preferred.
- Bilingual (English/Spanish) preferred.

Hours and Benefits:

Full-time, non-exempt position. Some evening and weekend hours will be necessary based on events and projects. Benefits include:

- Medical, vision, and dental insurance starting at hire. TIHAN pays 100% of employee-only premiums for the base plan.
- Retirement plan (Simple IRA) with up to 3% salary match by TIHAN.
- Paid time off:
 - 2.5 weeks vacation per year (3 weeks after two years).
 - 2.5 weeks sick time annually.
 - 11 paid holidays.