

Company:	Facente Consulting
Position:	Ending the HIV Epidemic Associate Consultant
Salary:	\$75,000 - \$90,000
FTE:	Full-time
Posting Date:	August 14, 2020
Closing Date:	Open until filled

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## Position Overview

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Facente Consulting is a small woman-owned consulting firm located in the East Bay, specializing in providing public health-related professional services to health departments, other government agencies, nonprofits, universities, coalitions, and collaborations. We are seeking an Associate Consultant to join our team who is passionate about health equity, values the wisdom of communities, and wants to apply their public health skills and experience to help end the HIV epidemic in California. **We strongly encourage people of color and people with lived expertise in communities affected by HIV and health inequities to apply.**

This position will work on an exciting and impactful effort to support six California counties (Alameda, Orange, Riverside, Sacramento, San Bernardino, and San Diego) to scale up their local HIV prevention, care, and treatment efforts funded through the federal Ending the HIV Epidemic initiative. Under the direction and guidance of the Senior Consultant leading this project, the Associate Consultant's primary role will be to assist with the design and implementation of technical assistance efforts for the six counties. This will involve a variety of activities that draw on a wide range of skill sets. A few examples include developing creative approaches to community engagement, preparing technical reports for the funder, and assisting in the design and implementation of skills-building workshops for health department/community-based organization staff and local HIV Planning Councils, as well as designing and implementing surveys, key informant interviews, and other community-based research activities to enhance feedback loops between planners and other consumers.

In addition, the Associate Consultant will contribute to other Facente Consulting projects, as time permits and depending on skill sets. Facente Consulting has a dynamic and diverse portfolio of projects, including strategic planning, program evaluation, needs assessment, meeting facilitation, collective impact backbone support, data collection and analysis, project management, and training and technical assistance.

This position is a permanent exempt (salaried) position. Applicants do not currently have to live in California; however, they will need to re-locate to Northern California within 1-2 years, as COVID-19 shelter-in-place restrictions are lifted and in-person activities resume.

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## Job Description

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### Ending the HIV Epidemic (EtHE) Job Duties

- In collaboration with the Senior Consultant for EtHE, identify technical assistance needs of county health departments and their partners with respect to providing local, innovative HIV prevention, care, and treatment services
- Develop technical assistance curricula, materials, and processes, such as training agendas, didactic or interactive presentations, etc.
- Assist with the design and implementation of tailored community engagement processes for each County, to get input from HIV-affected communities on service needs, with a particular focus on Black/African American and Latinx communities
- Develop and implement systems to track County-level EtHE activities
- Prepare written progress reports for the California Department of Public Health on EtHE implementation in each county
- Conduct primary (e.g., key informant interview, focus groups) and secondary (e.g., literature review, review of epidemiologic data) data analysis as needed, in support of County goals
- Maintain collaborative relationships with key stakeholders, including county health departments, community-based organizations, the California State Office of AIDS, and external collaborators and technical assistance providers
- Coordinate EtHE meetings and related logistics, take notes and prepare meeting minutes, and provide other administrative support as needed

### Other Job Duties

As needed on a project-by-project basis, the Associate Consultant may:

- Conduct qualitative and quantitative research, including instrument design, data collection, analysis, and report writing
- Manage and implement needs assessments and program evaluation projects
- Write grants for nonprofits or government agencies
- Facilitate and/or take notes at strategic planning, work group, and other kinds of meetings
- Plan and conduct trainings
- Prepare and deliver presentations

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## Skills and Experience

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### Required Skills and Experience

- Well-versed in health equity principles
- Willingness to engage in anti-racism work
- Ability to work independently and efficiently, with general guidance
- Ability to maintain positive relationships with clients
- Ability to multi-task and be flexible in the face of competing priorities

- Strong writing and presentation skills
- Experience with public health program planning, program evaluation, needs assessment and/or other public health program-related work
- Proficient with MS Office applications (Word, Excel, PowerPoint) and web-based communication platforms (e.g., Zoom)

#### Desired Skills and Experience

- Advanced facilitation skills
- Deep knowledge of one or more HIV-affected communities
- Experience with HIV, hepatitis C, sexually transmitted infection, and/or harm reduction public health programs
- Experience working for or with a health department and/or a community-based organization
- Knowledge of how trauma affects community health outcomes
- Knowledge of housing, mental health, and substance use interventions
- Knowledge of one or more of the six counties that are part of the EtHE initiative in California (see Position Overview)
- Experience with use of social media, e-learning, and/or other innovative media approaches to achieve strategic objectives

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### **Additional Information**

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- Facente Consulting is a virtual workplace, with no physical office. All of our staff work from their homes, but we work hard to foster a remote supportive team environment.
- Due to the COVID-19 epidemic, we currently have a strict remote work policy. The Associate Consultant will not be permitted to attend in-person meetings or travel until further notice.
- Once it is deemed safe, this position will require travel to Southern California approximately 1-3 times per year, as well as local travel to Bay Area Counties (Alameda, Sacramento).
- There is potential for this position to grow into a more substantial leadership role on the EtHE project.
- Our team is amazing. We are a remarkable group of people with a vast array of skills, unique perspectives and experiences, and a passion to heal and to help through public health practice. We are people of color and non-people of color; we are gay, queer, and straight. We believe in work/life balance, and we also like to be upfront about the fact that certain projects sometimes require us to do short stints of intense work. To balance out this intensity, at least once a quarter, we put our work aside and take a half-day to something fun as a team.
- The salary range for the Associate Consultant position is \$75,000 - \$90,000. Facente Consulting offers a benefits package with health, dental, and vision insurance, paid vacation and sick time, long-term disability insurance, retirement, paid professional development opportunities, and more.

## Application Instructions

***People of color and people with lived expertise in communities affected by health inequities are strongly encouraged to apply. We value the unique experiences, strengths, and perspectives that the applicant will bring to this position. Therefore, we will look beyond previous job titles and professional degrees and engage in a holistic review of each applicant's personal and professional experience, skills, and values.***

Please submit the following to Dara Geckeler, Operations Manager, at [apply@facenteconsulting.com](mailto:apply@facenteconsulting.com):

- Cover letter
- Resume/CV
- Two writing samples (professional or creative)
- Three references with contact information (current or former supervisors or co-workers, professors or teachers, or other personal/professional references welcome)

Our goal is to have this position start by October 1, 2020 or earlier.