



# IN OUR OWN VOICES, INC.

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Phone (518) 432-4188 | Fax (518) 432-4123 | [www.ioov.org](http://www.ioov.org)  
245 Lark Street, Albany, New York 12210

## **Job Title: Community Engagement Specialist**

### **Reports To:**

**Salary Range:** \$42,500 to \$48,500 per year

**Job Type:** Full-time, Exempt (i.e.)

### **Position Summary**

The Community Engagement Specialist will be responsible for providing culturally competent outreach, education, and HIV and HCV testing for difficult-to-reach Women who have Sex with Women (WSW), Young Men who have Sex with Men (YMSM), and Transgender, Gender Non-Conforming, and Non-Binary (TGNCNB) individuals. The focus will be on communities of color who are at risk for or living with HIV, STIs, and/or HCV.

### **Role and Responsibilities**

- Conduct culturally competent outreach and education to WSW, YMSM, and TGNCNB individuals.
- Provide HIV and HCV testing and counseling services.  
Develop and distribute educational materials tailored to the needs of the target populations.
- Organize and participate in community events, health fairs, and workshops to promote awareness and education.  
Build and maintain relationships with community partners, organizations, and local businesses to enhance outreach efforts.
- Conduct follow-up with clients to ensure linkage to care and support services.
- Maintain accurate records and documentation of outreach activities, testing, and client interactions.
- Collaborate with other team members and stakeholders to develop strategies to reach and engage the target populations effectively.
- Perform other duties as assigned

### **Qualifications**

#### **Required:**

- Minimum of one year of experience working with Transgender, Gender Non-conforming, and Non-Binary (TGNCNB) communities.
- Minimum of one year of experience in the HIV field.
- Minimum of one year of human services experience, including outreach, education, or case management.
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- Must have a valid, unrestricted driver's license and independent means of transportation
- Comfortable providing education or outreach in public venues (e.g., bars, local colleges, beauty salons, barbershops).
- Knowledge of and sensitivity to the target populations.
- Ability to work a flexible schedule, including evenings and weekends.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to manage multiple tasks and priorities with excellent organizational skills and attention to detail.
- Comfortable attending and participating in public sites and events (bars, local colleges, beauty salons, barbershops).

Preferred:

- Bilingual (Spanish) is a plus.

**Skills**

- Strong understanding of cultural competency and the unique needs of WSW, YMSM, and TGNCNB individuals, particularly within communities of color.
- Proficiency in conducting HIV and HCV testing and providing related counseling services.
- Ability to create and deliver effective educational content tailored to diverse audiences.
- Strong networking and relationship-building skills to collaborate with community partners.
- Excellent organizational skills to manage outreach activities and maintain accurate records.
- Flexibility and adaptability to work in various public settings and during non-traditional hours.
- Bilingual skills (Spanish) are highly desirable and preferred.

**Education**

- Must have a High School diploma or degree from a vocational school
- Associate's degree preferred, Bachelor's degree a plus.

**Physical Demands**

- Ability to lift 50 lbs. unassisted

**Working Conditions**

- Prolonged sitting and computer use
- Close visual acuity required for detailed work on computer screens
- Frequent interaction with colleagues and clients via phone and email.
- Primarily in a quiet office settings with significant time spent on computer
- Ability to sit for extended periods with occasional breaks to move around.

Applicants who are bilingual and multicultural, identifying with the Transgender, Gender Non-conforming, and Non-Binary (TGNCNB), Women who have Sex with Women (WSW), and Young Men who have Sex with Men (YMSM) communities, are strongly encouraged to apply.

In Our Own Voices is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**The mission of In Our Own Voices, Inc., is to work for and ensure the physical, mental, spiritual, political, cultural, and economic survival and growth of Lesbian, Gay, Bisexual and Transgender people of color communities.**