

SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT

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**Title:** Project Manager

**FLSA:** Non-Exempt

**Pay Rate:** \$17.00/hr. - \$21.00/hr. (DOE); plus comprehensive benefits

**Division:** APAIT

**Supervisor:** Associate Director

**Date:** 2/1/18

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**Summary**

Under the supervision of the Associate Director, the Project Manager provides administrative, programmatic, and technical assistance to APAIT's multi-program team. Project Manager must be able to work with diverse ethnic and cultural communities, including, but not limited to the following target populations: people living with or at-risk for HIV/AIDS, people of color, gay/lesbian/ bisexual/ transgender/questioning individuals, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages. This is a full-time position (40 hours per week) which requires flexible hours including evenings, weekends, and some holidays.

**Essential Functions**

1. Provide programmatic and administrative assistance, as necessary, to program personnel and management.
2. Coordinate front office functions, including but not limited to reception, mail sorting, internal and external program referrals, data entry of client forms, filing, etc.
3. Coordinate program office operations with a multi-disciplinary team to ensure smooth stakeholder flow.
4. Assist with programmatic, administrative and operational functions including but not limited to compiling program and grant evaluation activities, office inventory monitoring and maintenance, tenant-landlord communications, etc.
5. Take down and transcribe meeting minutes and reports as assigned.
6. Interpret agency purpose and mission to the community.
7. Provide necessary program documentation including the completion of reports, administration of evaluation tools, project information, program data, and other program related assignments.
8. Ability to work overtime, work on weekends, holiday, and evenings when required, and regular attendance.
9. Other duties as assigned to meet program and agency mission, goals, and objectives.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

1. High School diploma or GED equivalent.
2. Proficient with Microsoft Office programs (Word, Outlook, PowerPoint, and Excel a must).
3. Verification of employment eligibility and background check.
4. Updated tuberculosis test (annual requirement) read, reviewed, and dated by clinician within 6 months of start date.
5. Great attitude and people skills; strong interpersonal skills and ability to relate to individuals from diverse backgrounds.
6. Ability to coordinate multiple projects and tasks simultaneously in a high-pressure work environment.
7. Ability to master a wide-range of information, adapt, take initiative, and work in a team-centered environment.
8. Ability to communicate effectively both verbally and in writing.

**Non-Essential Qualifications - Knowledge, Skills and Abilities**

1. Bachelor's degree in Business Administration or related field.
2. Basic knowledge, work experience, and understanding of HIV/AIDS and other related issues.
3. Bilingual in Spanish (speak, read, and write).
4. Experience working in a non-profit community based organization.

**Supervisory Responsibilities**

1. The incumbent in this position does not have formal supervisory responsibilities.

**Environmental Conditions (Working Conditions)**

1. Ergonomically safe office environment with desktop computer, desk, chair, and natural light from windows.

**Physical Requirements**

1. In the course of performing this job, the incumbent typically spends time sitting, standing, walking, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

**Mental Requirements**

1. The incumbent in this position must be able to accommodate to any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedule, availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

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**Application Process:**

Please submit cover letter and resume by e-mail to: Gabriela Leon, Associate Director at gabrielal@apaitonline.org.  
NO PHONE CALLS PLEASE.

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