



Position Title: Sr. Program Associate

Reports to: Director of Programs

Employee Classification: Full-time / Exempt / Flexible Hours / 35 Hours Per Week

Location: Washington, DC - Remote hires will be strongly considered.

Salary Range: \$55,000- UP the salary is negotiable based on previous experience + Benefits

Hire Date By Oct. 15, 2023

Send letters of interest and resumes to roc4aging@ribbon3.org

Organization's Description

Established in 2012, [Ribbon](#) is a national nonprofit organization that provides innovative and culturally-responsive education, programs, and services to health and human service providers and individuals to help facilitate and normalize positive experiences and healthy outcomes within public health systems.

About the Position

Ribbon is seeking a Sr. Program Associate to assist the Director of Programs in managing and providing direct staff support to the Ribbon Organizing Center's (ROC 4 Aging+ initiative). [ROC Aging+](#) is a national technical assistance provider of Gilead Sciences, Inc., an HIV Age Positively initiative. Our program develops and offers education, training and resources to national, regional and local organizations. These organizations provide program- and policy-related initiatives designed to improve the health and quality of life of persons aging with HIV. Like all Ribbon positions, this position will support programs and initiatives across the organization to increase skill efficiency and fill program gaps from time to time.

The Sr. Program Associate will be responsible for:

Key Duties: Lead community engagement and outreach projects

- Maintain working knowledge of health, political, and social issues affecting people with HIV ages 50 and older.
- Assist in the planning and implementation of grant-funded projects that facilitate professional development, training, resource development, information dissemination, and stakeholder engagement.
- Assist in the identification of potential programmatic problems and maintain flexibility while creating a plan of action towards solutions.
- Assist in the coordination and monitoring of the program's technical assistance efforts and modifications of work plans to incorporate feedback from evaluations.

- Prioritize between competing deadlines and navigating multiple programmatic challenges thoughtfully and with grace.
- Demonstrate comfort and skill in facilitating discussions and respectful debate with a variety of audiences.
- Help build, grow, and expand program scope and structure, creating new content when appropriate and relevant.
- Serve as staff support for Ribbon's three action groups: policy, programs, and communications.
- Support the ongoing efforts to ensure Ribbon serves the needs of a community through commitment to excellence, skill devolvement, TA, capacity building and leadership.

Minimum Requirements:

- A bachelor's degree in the health and human services or related field or equivalent combination of experience, education, and training in the field of HIV.
- At least the years of experience in the development and provision of HIV programming and training with older adults
- Knowledge of and sensitivity to diverse communities, particularly BIPOC communities, LGBTQIA+ communities, and people living with HIV
- Excellent written and verbal skills
- Computer literacy, Microsoft Office programs
- Ability to meet deadlines within a team environment
- Must be available for program-related travel
- Ability to work harmoniously and effectively with colleagues, providers, people living with HIV, and vendors across the spectrum of diversity.

Physical Requirements:

Ability to meet the following physical requirements with or without reasonable accommodations:

- Ability to travel, and attend meetings locally and domestically.
- Sit at a computer station for extended periods of time
- Ability to keyboard for extended periods of time

People with lived HIV experience and people aging with HIV are strongly encouraged to apply.

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