



## **Transgender Task Force Coordinator**

This project coordinator position serves as the Transgender Task Force (TTF) Coordinator for the Tennessee Department of Health (TDH) HIV Prevention program. The TTF was established to ensure that: a) TDH HIV prevention activities are developed with the specific needs of transgender Tennesseans in mind; b) TDH is held accountable for HIV prevention outcomes by members of the transgender community; c) the Tennessee HIV Community Planning Group includes transgender representation; and d) Tennessee HIV prevention activities are designed and carried out by transgender individuals, for transgender individuals. More information about the TTF can be found at [www.hivtn.net/ttf](http://www.hivtn.net/ttf).

This is a part-time position (10 to 15 hours a week). This position will be filled as a contract position through United Way of Metropolitan Nashville, a lead agency for the TDH HIV Prevention program. Candidates may be based anywhere in Tennessee but should be able to travel to Nashville overnight for planned, biannual meetings and potentially other infrequent, planned travel within the state. Applications will be accepted until the position is filled. This position will be paid \$26 per hour. Resume and cover letter should be submitted to [katherine.buchman@tn.gov](mailto:katherine.buchman@tn.gov).

### **Job responsibilities include:**

- In collaboration with the TTF chairperson, schedule monthly TTF meetings, and build agendas for each meeting
- Support the TTF chairperson during monthly meetings or lead monthly meetings in their absence; support activities include taking meeting minutes and emailing them to members after meetings
- Sustain an active TTF membership of at least ten task force members at any given time, with at least one member from each of the five regions of the state
- Plan and co-facilitate two annual in-person or virtual TTF day-long retreats in Nashville; coordinate logistics with United Way Technical Assistance Coordinator
- Support annual TTF project planning and implementation, by providing logistical support for projects and researching resources, community contacts, vendors, and other elements necessary to complete projects
- Assist the TTF in planning and managing the TTF annual budget
- Attend TDH HIV Prevention monthly staff meetings

**Required Experience:** At least one year of experience working/volunteering with HIV prevention or care programs, transgender advocacy or health, and/or LGBTQ+ advocacy or health.

### **Desired Qualifications:**

- Significant connections within transgender communities in Tennessee
- Experience working effectively with diverse groups (e.g. governmental agencies and officials, community based organizations, and the public)
- Demonstrated experience coordinating coalitions, advisory boards, or other community partnerships
- Strong computer skills, including demonstrated use of Excel or other databases to manage and/or evaluate data
- Experience with project management/administration
- Strong oral and written communication skills
- Familiarity with HIV prevention services
- Willingness to travel occasionally throughout Tennessee
- Flexibility with weekly work schedule including occasional evening and weekend hours