



The Grand Rapids Red Project

Position Title: Prevention Outreach Coordinator

Reports To: Program Operations Director, Program Development Director and HIV Programs Manager

Hourly Rate: Approximately \$20.00 per hour, commensurate with experience

Status: Full-Time, Non-Exempt (40 hours per week / 80 hours per pay period)

Mission

The mission of The Grand Rapids Red Project is to enhance health, reduce risks, and prevent HIV within the greater Grand Rapids area. Central to our mission is the belief that access to the knowledge, tools, information, and support necessary for maintaining health is a fundamental human right.

We achieve our mission through a comprehensive range of services and advocacy efforts designed to empower individuals and communities. Our programming includes syringe access services, overdose education and naloxone distribution, drug checking, PrEP navigation, HIV and Hepatitis C testing and linkage to care, HIV case management, recovery coaching, community outreach, condom distribution, and support groups.

Position Overview

The Prevention Outreach Coordinator is responsible for coordinating and delivering community-based HIV and Hepatitis C prevention services, including HIV Testing, Linkage, and Counseling (TLC) and condom distribution. This role focuses on outreach to communities disproportionately impacted by HIV and Hepatitis C and serves as a key connection between The Grand Rapids Red Project and community partners.

The Prevention Outreach Coordinator works collaboratively with HIV and Hepatitis C program staff to expand access to testing, ensure high-quality service delivery, and support effective linkage to medical care and supportive services. This position requires strong organizational skills, comfort working in community-based settings, and a commitment to harm reduction and client-centered care.

Work Schedule

This position requires schedule flexibility. Outreach activities, testing events, and community engagement may occur during mornings, evenings, or weekends based on program needs, community events, and service schedules. **Nights and weekends will be required.**

Key Responsibilities

Community Outreach and Prevention Programming

- Coordinate, and implement community outreach activities for HIV, Hepatitis C, and PrEP prevention programming

- Conduct outreach in a variety of settings, including bars, community events, Clean Works outreach, and other nontraditional environments
- Build and maintain strong relationships with community partners to support testing events and prevention initiatives
- Identify and collaborate with new outreach locations and partners in coordination with HIV and Hepatitis C program teams

HIV and Hepatitis C Testing and Linkage to Care

- Maintain certification as an HIV and Hepatitis C Test Counselor in accordance with state requirements
- Provide HIV and Hepatitis C testing services through community outreach, Mobile Health Units, and scheduled testing events
- Serve as site supervisor for testing events, ensuring compliance with organizational policies, funder requirements, and state guidelines
- Coordinate timely and effective linkage to medical care, HIV case management, partner services, and other supportive resources for clients receiving reactive/positive test results
- Triage high-risk clients and people living with HIV/AIDS to appropriate internal and external services as needed

Volunteer Coordination and Training Support

- Assist with coordinating volunteers for outreach and testing events
- Support trainee development by modeling testing procedures and best practices
- Assist program manager with trainee oversight and certification processes in accordance with program standards

Client-Centered and Harm Reduction Services

- Deliver services using trauma-informed, client-centered, and nonjudgmental approaches
- Integrate harm reduction principles and Red Project protocols into all aspects of service delivery
- Support informed decision-making and ongoing engagement in prevention and care services

Collaboration and Administrative Responsibilities

- Participate in community coalitions, meetings, and events to strengthen partnerships and promote collaboration
- Completely required documentation, reporting, and data entry related to outreach, testing, and linkage activities within established timeframes
- Participate in required trainings and professional development activities
- Assist with general program and office support tasks as needed

Qualifications

Required Skills and Experience

- MPHI certification as an HIV Test Counselor, or ability to obtain certification with organizational support, this will be coordinated once hired
- Ability and willingness to work evenings and weekends as required for outreach and testing events
- Strong commitment to harm reduction principles and HIV and Hepatitis C prevention
- Knowledge of local community resources related to HIV care, health care access, substance use services, and basic needs
- Strong interpersonal communication skills and ability to engage diverse populations

- Ability to work independently while remaining accountable to program supervision
- Proficiency with basic computer applications and electronic documentation systems

Skills and Experience

- Preferred but not required, at least one year of experience in HIV education, prevention, counseling, outreach, or related services
- Preferred but not required lived experience or identification with communities disproportionately impacted by HIV and Hepatitis C
- Knowledge of HIV, Hepatitis C, and STI transmission, prevention, and treatment
- Experience with harm reduction–based service delivery preferred
- Bilingual in English and Spanish preferred
- Established connections within MSM communities in Western Michigan preferred

Physical and Environmental Requirements

- Ability to work in community-based and nontraditional settings, including outdoor and evening environments
- Ability to stand for extended periods and assist with outreach setup and breakdown as needed

Compensation and Benefits

The Grand Rapids Red Project offers competitive salaried compensation and a comprehensive benefits package, including paid time off, health insurance, and professional development opportunities, consistent with organizational policy.

Equal Opportunity Statement

The Grand Rapids Red Project is an equal opportunity employer and strongly encourages individuals with lived experience to apply. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

Disclaimer

This job description is not intended to be all-inclusive. Duties and responsibilities may evolve based on program needs and organizational priorities.

To apply, please send a resume and cover letter to **Le-Thi Stephens, Administrative Assistant** at lethi@redproject.org.