

**JOB TITLE: Bilingual Study Coordinator (Estoy PrEPParado / I'm PrEPared Project)**



Bienestar Human Services, Inc. is a unique non-profit social service organization that successfully improves the health and well-being of the underserved Latino community in Southern California. BIENESTAR uses a uniquely relevant, peer-based approach, combined with 100% cultural competence and community outreach, to improve the outcome of public health. BIENESTAR networks with other social service organizations to provide a complete package of support to its clients.

**POSITION DESCRIPTION:**

Under the direction of the Director of Research and Evaluation, the Study Coordinator will organize and implement a research project focusing on developing and pilot testing a culturally-tailored intervention to facilitate use of PrEP for HIV prevention among immigrant Latinx men who have sex with men (LMSM). The project will include recruiting immigrant LMSM who are HIV negative to be part of the study. The Bilingual Study Coordinator will be involved in conducting surveys, facilitating four small group sessions with LMSM and providing peer navigation services for accessing PrEP. The program will use the Information, Motivation and Behavioral Skills framework.

**SUMMARY OF DUTIES/RESPONSIBILITIES:**

- Coordinate the activities of the research study in collaboration with the Director of Research and Evaluation.
- Serve as the group co-facilitator for three small group sessions
- Provide peer navigation services to participants to support PrEP adoption
- Participate in the recruitment of the research participants, and develop and implement a broad recruitment strategy to identify participants from a range of settings
- Assist the Director of Research and Evaluation in overseeing the fidelity of the implemented pilot intervention.
- Oversee the project Research Assistant as needed in recruitment and data collection activities.
- Conduct surveys with immigrant LMSM negative individuals.
- Organize and maintain necessary project records and documents.
- Monitor the progress of the research study.
- Monitor data collection to ensure accuracy of the study data.
- Prepare program reports and keep accurate up-to-date records and documentation.
- Assist in the interpretation of the study findings.
- Participate in research meetings with external advisors and community stakeholders.
- Perform any other duties as assigned.

**QUALIFICATIONS:**

- Minimum of a bachelor degree in social work, public health, psychology, sociology, counseling, or a related field from an accredited academic institution. Preference for a master's degree.

- Strong research experience (helping to run a study, coordinating multiple components at the same time).
- Experience in recruitment (2 years).
- Experience in data collection and participant interviewing (2 years).
- Excellent interpersonal skills.
- Excellent verbal/written communication skills in English and Spanish.
- Knowledgeable about issues related to HIV-negative, immigrant Latino men who have sex with men, including knowledge of the local (Los Angeles County) context.
- Able to work independently and efficiently and have excellent organizational skills with attention to detail.
- Ability to prioritize assignments and to manage several activities effectively under deadlines.
- Self-motivated, a problem solver and ability to organize job assignments.
- Strong writing skills.
- Proficiency in MS Windows and MS Office programs (Word, Excel, PowerPoint)
- Able to meet agency job work hour requirements.

**HOURS:** Part-time or Full-time position (8-10 hours per week). Some weekends and evenings required.

**SALARY:** \$20-25 per hour commensurate with education and experience. Full benefits consist of health and dental insurance and 403B pension plan.

**SEND RESUME:** [Hrjobs@bienestar.org](mailto:Hrjobs@bienestar.org)

***Position Will Remain Open Until Filled. Bienestar Is An Equal Opportunity Employer.  
Members of the LGBTQ+ community are encouraged to apply***