



# Technical Assistance Specialist – HIV/AIDS, Sexual, and Reproductive Health

CAI, a nonprofit organization dedicated to building the capacity of leaders, workforce, and communities to innovate and translate research to practice to promote health equity through the provision of training and technical assistance, is seeking a highly motivated **professional experienced in working with the Latinx and Black/African American community** for the full-time position of Technical Assistance (TA) Specialist. The TA Specialist will provide coaching to Ryan White HIV/AIDS Programs to strengthen, implement, and continuously improve their plans and strategies to End the HIV Epidemic (60% effort) and will also support the development of CAI's growing portfolio of sexual and reproductive health services (40% effort). The preference is for this position to be based in CAI's **Denver** Office; however, we are open to other U.S.-based candidates.

### MAJOR TASKS AND RESPONSIBILITIES (include, but are not limited to):

- Provide remote and in-person Practice Facilitation Coaching for health departments and clinics (depending on initiative) to foster implementation of the agreed upon TA plan
- Contribute to the development of training curriculum and capacity-building strategies, and, as qualified, act as part of a team to deliver trainings to providers
- Plan and convene site visits with assigned jurisdictions
- Document all TA encounters and activities and participate, as needed, in reporting
- Aid in the development and use of data collection tools to monitor progress in implementation of End the HIV Epidemic strategies
- On a continuous basis, share with CAI leadership key observations from their communications and activities with the jurisdictions to inform continuous quality improvement processes
- Support Colorado-based team in expanding portfolio of research and implementation studies to address disparities in reproductive health, with a particular focus on Latinx community
- Build research tools and approaches to conducting Community-Based Participatory Research (CBPR) and best practices in community engagement to enhance services for Latinx populations
- Other duties as necessary/assigned

### MINIMUM EDUCATION, EXPERIENCE AND OTHER REQUIRED SKILLS:

*This is an advanced level position that requires expertise in HIV and/or sexual and reproductive health, as well as experience providing technical assistance in a public health arena. Summary of requirements is provided below.*

- Masters-level degree and/or a minimum of 5 years combined (training and field) experience in health policy, public health, and/or health care operations
- Minimum of 2 years of experience providing technical assistance in a public health arena
- Knowledgeable and skilled in delivering coaching to adults in a professional environment, including coaching staff to achieve performance improvement
- Spanish language proficiency and experience working with the Latinx community on health education and services-related projects
- Strong analytic, strategic thinking and presentation skills including interpersonal, as well as oral and written communications skills
- Adaptability and flexibility in approach to training and technical assistance techniques
- Ability to work both independently and as part of an interdisciplinary team, in a fast-paced environment
- Detail oriented, highly organized, and able to multi-task/manage multiple projects

- Excellent written and verbal communication and interpersonal skills

**HOW TO APPLY:**

CAI offers a competitive salary (\$65,000-\$70,000/year) with excellent benefits and working conditions. **For immediate consideration**, email your cover letter (including salary range interest) and resume with the subject line **Technical Assistance Specialist** to [employment@caiglobal.org](mailto:employment@caiglobal.org)

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*CAI is global nonprofit organization that tackles the toughest issues facing underserved populations today.  
To learn more about our services, please view our website: [www.caiglobal.org](http://www.caiglobal.org)*

**CAI is an Equal Opportunity Employer**