



Location: **Amplify, Inc.**  
Position Title: Ryan White Program Coordinator

Amplify has a contract with the City of Hartford to coordinate and support the Ryan White Part A Planning Council. The Council oversees a continuum of care, treatment and support services for low-income, uninsured, and underinsured people living with HIV disease. Services are offered via federal funds awarded to the City of Hartford and targeted to individuals living in Hartford, Middlesex and Tolland Counties

Amplify is the Regional Behavioral Health Action Organization (RBHAO) for the North Central Region of CT charged by the Department of Mental Health and Addiction Services (DMHAS) to function as their strategic community partner for planning, education, prevention and promotion of behavioral health, and advocacy to address behavioral health needs and services for children and adults. Amplify's mission is *to strengthen the ability of the region to assess needs, develop plans, and advocate for strategies and resources to advance healthy communities*. The organization works across the lifespan to ensure that the best prevention, treatment, and recovery supports are available to everyone.

Amplify provides technical assistance and support to Local Prevention Councils (LPCs), Catchment Area Councils (CACs), and local coalitions to identify local needs, evaluate and contribute to local prevention, treatment, and recovery initiatives, and recommend priorities for funding and service delivery.

Areas of focus include opioid response, suicide prevention, substance misuse, problem gambling, and mental health.

### **Job Description:**

Ryan White Program Coordinator functions include and are not limited to:

#### Program Coordination

- Staffs and supports the Planning Council as outlined in the contract with the City of Hartford
- Coordinates and facilitates meetings
- Drafts and distributes agendas, meeting notices, and announcements
- Maintains detailed records on Planning Council membership and activities
- Supports activities of the Evaluation Committee, quality monitoring and statewide needs assessment initiatives
- Supports administrative activities of the Ryan White Continuum of Care committee for
- review of the Integrated HIV, Prevention and Care Plan and the EIIHA plans
- Coordinates/facilitates focus groups and public hearings as needed
- Compiles and distributes relevant data for Planning Council review, priority setting and allocation of resources
- Preparation of reports as needed and requested
- Facilitates participation and reporting by Planning Council members in statewide committees and task forces such as CHAIR and CHPC.



Additional duties may involve supporting other agency initiatives, including, and not limited to:

- Communications (social media/website, infographics, report results)
- Strategic planning
- Special Events (legislative breakfast, conferences, fundraising efforts)

**Minimum Qualifications/Skills:**

- Must be a collaborator, lead by example, and demonstrate passion for advancing healthy communities.
- Demonstrated strong organizational/project coordination skills.
- Strong writing, research, analytical, technical, presentation and people skills.
- Strong group facilitation skills.
- Ability to work independently and manage multiple priorities.
- Ability to collaborate with volunteers and diverse groups.
- Strong computer skills (Microsoft Office Suite, Internet, email, calendar scheduling)
- Experience/knowledge in human services (mental health and/or substance use fields a plus).
- Bachelor's Degree Preferred

We are an equal opportunity employer and will consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status. We encourage applications from people with lived experience.

Job Type: Non-exempt, part time (24 hours)

Salary: \$16-18/hour

To apply: Must send resume, cover letter, and three (3) references to [info@amplifyct.org](mailto:info@amplifyct.org) with "RW Coordinator" in the title. To be considered, ALL requested documents must be submitted.