



Location: Amplify, Inc.
Position Title: Program Coordinator (Ryan White Planning Council)
Status: Part time, 25 hours

Amplify, Inc. is a strategic community partner for planning, education, prevention and promotion of behavioral health and advocacy across thirty-seven towns in greater Hartford and Tolland counties. We work hard to ensure the best prevention, treatment, and recovery supports are available to everyone across the lifespan.

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

We are seeking an **Administrative Coordinator** to support the administrative functions and successful coordination of Ryan White Planning Council activities.

Job Description:

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 EIHA 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 community service.
- 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).
- Associates Degree Preferred or equivalent experience

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

Job Type: Part time (25 hours)

Salary: \$20/hour

To apply: Must send resume and cover letter to: careers@amplifyct.org with “RW Coordinator” in the title. To be considered, ALL requested documents must be submitted.