



EMPLOYMENT OPPORTUNITIES

October 15, 2010

Lead SA/HIV Prevention Health Educator

Assist the Director of Prevention/Clinical Services in overseeing and supervising Substance Abuse/HIV Prevention Program. Responsibilities include: working collaboratively with local University in the implementation of program in partnership with other campus partners and community partners, participating in on-going needs assessment studies, delivering all assigned project evidence-based strategies and program, providing substance abuse/HIV/AIDS education to University students, generate referrals for counseling and HIV testing. Bachelor's Degree in community health, public health or social sciences and one year experience working with HIV prevention and/or education. **Closing date: Open until filled.**

Health Educator, Pregnancy Prevention

The Health Educator is responsible for the planning, coordination and implementation of skills based HIV/AIDS, STI and Pregnancy Prevention curriculums to high school students in targeted schools (including alternative schools) and after school programs within Miami Dade County. Teach holistic sexuality education to adolescents based on the All4You curriculum, emphasizing HIV, STD and pregnancy prevention; vulnerability to HIV, STDs, and pregnancy; negotiation skills; and condom use skills. Design, plan, and facilitate engaging and dynamic activities and opportunities for groups of students within the school day. Bachelors in education, social sciences or related field. Have at least two years of experience as an educator and/or counselor. **Closing Date: Open until filled.**

Director, Helpline Services

The Director of Helpline Services is responsible for day to day operational management and coordination of the organization's information and referral/crisis intervention Call Center. He/She will oversee all Call Center activities and staff; direct the functions of the Call Center Supervisors and Clinical Supervisor; and work on developing initiatives for the call center through increasing revenue streams and creating new collaborative efforts with outside organizations. Masters Degree or 3-5 years of related experience in Social Work, Public Administration, Business Administration or a related field. Minimum of 5 years of experience as senior manager with a non-profit multipurpose agency or government entity. 3-5 years of proven track record of successful grant writing. 3-5 years grants/contract administration. **Closing date: October 22, 2010 @ 5 pm.**

How to Apply:

Submit a cover letter and resume to the attention of Carolyn Broughton, Human Resources Director. Your resume may be dropped off to the Human Resources Office or emailed to cbroughton@switchboardmiami.org. Switchboard of Miami, Inc. is an Equal Opportunity Employer (EOE)