



November 18, 2011

Dear Prospective Candidates:

It is a pleasure to announce three new positions at the MOCHA Center: Director of Programs – Rochester, Health Educator – Buffalo, and Health Educator – Rochester. The search is open from **November 18 to December 2, 2011.**

The MOCHA Center is a non-profit 501(c)3 organization based in the cities of Rochester and Buffalo with satellite offices in Niagara Falls and New York City. Since 1996, the MOCHA Center has provided programs and services that address the health and wellness of communities of color with an emphasis on LGBTQ programming. More information about the MOCHA Center is available at our website, <http://mochacenter.org>.

### **The Application Process**

- All applicants **must** submit the following three items: (1) a cover letter that articulates how your experience meets the job requirements, (2) a current résumé, and (3) the names, addresses, telephone numbers, and emails of three professional references by **December 2, 2011 at 5:00 pm.**
- All applicants for the **Director of Programs – Rochester** must submit a writing sample. The writing sample must be single-spaced, 2-3 pages, in 12 pt font, and with 1” margins on all sides. The **writing sample** must address the following: *Considering the epidemiological data of new HIV infections in Monroe County and the State of New York, what strategies would you bring to the MOCHA Center and the city of Rochester to address the health disparities in the HIV epidemic?*
- All applications must be **submitted by email** by Friday, **December 2, 2011 @ 5:00pm** Eastern. Please email application package in MS Word or PDF format to [jobs@mochacenter.org](mailto:jobs@mochacenter.org).
- **No status update phone calls and/or emails will be accepted** during the search. We will confirm receipt of your application by December 2<sup>nd</sup>. We will notify finalists by December 9<sup>th</sup>. At the conclusion of the search, we will notify all candidates of their status.
- Finalists selected for onsite interviews will participate in a series of interviews with the MOCHA Center Staff, the Programming or Leadership Team, the supervisor, and the Executive Director. During the onsite interviews, **finalists will be required to make a 10-minute presentation.** Details of the presentation will be provided during the scheduling of interviews. We anticipate **interviews to occur the week of December 12, 2011.**

Thank you for considering the MOCHA Center. We wish you the very best in the search process.

Sincerely,

A handwritten signature in blue ink that reads "Bruce E. Smail".

Bruce E. Smail, M.A.  
Executive Director

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## Director of Programs - Rochester

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Reports to: Executive Director  
Supervises: All Program & Services Staff in Rochester  
Position Status: Full-time, Exempt, Salaried  
Salary: Salary is commensurate with experience  
Location: Rochester

### Overview of Position

- Serves on the MOCHA Center’s Leadership Team.
- Manage various programming grants within the MOCHA Center. This includes documenting administrative operations, program outcomes, grant reporting, and collaborating on new/renewal grant opportunities.
- Manage the implementation of individual-level, group-level, and community-level events and activities. The MOCHA Center is utilizing Comprehensive Risk Counseling and Services and Community Promise models for prevention. More information on CRCS can be found at [http://www.cdc.gov/hiv/topics/prev\\_prog/CRCS/](http://www.cdc.gov/hiv/topics/prev_prog/CRCS/) and Community Promise at [http://www.cdc.gov/hiv/topics/prev\\_prog/rep/packages/promise.htm](http://www.cdc.gov/hiv/topics/prev_prog/rep/packages/promise.htm).
- Supervise Program Coordinator, Health Educators, Peer Youth Leader, and other programming staff. This includes assessing program staff needs, establishing work schedules, supervising work efforts, and evaluating staff performance.
- Ensure that program elements are consistent with organizational mission.
- Identify short and long-range goals & objectives consistent with the MOCHA Center’s mission.
- Identify barriers to reaching goals & objectives and recommend ways to address barriers.
- Identify programming needs by developing and overseeing needs assessments for the target populations.
- Collaborate with Rochester program staff to develop and implement HIV-prevention interventions and support and care programs for people living with HIV/AIDS.
- Oversee the formal evaluation of program activities and conduct appropriate quality assurance activities.
- Establish operational methods for disseminating information to the Executive Director, program participants, appropriate community representatives, and others as deemed appropriate.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
- Coordinate individual-level, group-level and community-level interventions
- Represent MOCHA at various gatherings, including presentations on HIV/AIDS, STIs, Hepatitis C, and other public health concerns as it relates to people of color and LGBTQ communities
- Collaborate with the AIRS database administrator to extract information, analyze data, monitor, and evaluate data relevant to the various grants.
- Coordinate community outreach initiatives, Youth Drop-in Center, and ongoing programming in the Rochester Center.
- Build collaborative relationships with organizations in the Rochester area.
- Maintain accurate records of all individual, group and community-level programs and services

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### The MOCHA Center, Inc.

**Buffalo:** 1092 Main Street, Buffalo, NY 14209 | (718) 852-1142 phone | (718) 852-1518 fax  
**Rochester:** 107 Liberty Pole Way, Rochester, NY 14604 | (585) 420-1400 office | (585) 420-1409 Fax

- Develop and supervise systems of referrals and tracking linkages.
- Engage the Community Advisory Board as a partner and voice in the MOCHA Center's programs and services.
- Identify and recruit community gatekeepers to inform and advise MOCHA.
- Conduct ongoing community assessments of targeted outreach to people of color in Western New York.
- Other duties as assigned by the Executive Director.

**Degree Requirement:**

- A Bachelor's degree in Public Health, Public Administration, Social Work, Psychology, Education, Counseling, Business or related field.
- Six years of relevant work experience in health, health education, HIV/AIDS prevention and/or support services, LGBTQ, youth, or advocacy **may be substituted** for the degree requirement.

**Preferred Experience:**

- A Master's degree in Public Health, Public Administration, Social Work, Psychology, Education, Counseling, Business or related field.
- Two years of experience in program management and/or supervision of staff.
- Demonstrated knowledge (work experience, research, etc.) in HIV prevention, education, intervention, and/or support services for people living with HIV/AIDS.
- Demonstrated experience with various diverse communities --- specifically youth, gay, bisexual, lesbian, transgender, questioning, People Living with HIV/AIDS, and/or people of color.
- Working knowledge of Microsoft Office 2007 or higher.
- Bi-lingual – Spanish speaking desired.
- Excellent interpersonal, organizational and writing skills.

**Conditions of Employment:**

- This position is contingent on grant funding.

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**Health Educator – Rochester (1)**  
**Health Educator – Buffalo (1)**

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Reports to: Director of Programs – (Rochester or Buffalo)  
Position Status: Part-Time, Non-Exempt, Hourly  
Salary: \$13.33 - \$14.44/hour  
Work Week: 26 – 28 hours  
Location: Rochester or Buffalo

**Overview of Position**

- Serves on the MOCHA Center’s Rochester or Buffalo Programs Team.
- Coordinate the implementation of individual-level, group-level, and community-level events and activities. The MOCHA Center is utilizing Comprehensive Risk Counseling and Services and Community Promise models for prevention. More information on CRCS can be found at [http://www.cdc.gov/hiv/topics/prev\\_prog/CRCS/](http://www.cdc.gov/hiv/topics/prev_prog/CRCS/) and Community Promise at [http://www.cdc.gov/hiv/topics/prev\\_prog/rep/packages/promise.htm](http://www.cdc.gov/hiv/topics/prev_prog/rep/packages/promise.htm).
- Conduct ongoing community assessment of the Young Men who have Sex with Men (YMSM) population to inform programs and services.
- Coordinate various types of community-level outreach events that will attract clients to the drop-in center.
- Conduct program eligibility assessments, develop client centered risk reduction/prevention plans, provide risk reduction counseling, and make referrals for HIV, STI, and Hepatitis C testing, other prevention programs, social services, and support programs as needed.
- Enter data in the AIRS system for the purpose of maintaining accurate records of individual, group, and community-level services.
- Prepare and submit monthly reports of grant activities to the Director of Programs
- Represent the MOCHA Center at various gatherings including presentations on HIV/AIDS, STIs, Hepatitis C, and other public health concerns as it relates to people of color and LGBTQ communities.
- Build and maintain relationships with local area service providers to maintain knowledge and appropriate referrals.
- Make appropriate referrals and track linkages.
- Other duties as assigned.

**Degree Requirement:**

- A Bachelor’s degree in Public Health, Public Administration, Social Work, Psychology, Education, Counseling, Business or related field.

**OR**

- Four years of relevant work experience in health, health education, HIV/AIDS prevention and/or support services, LGBTQ, youth, or advocacy **may be substituted** for the degree requirement.
- Two years of college and two years of relevant work experience in health, health education, HIV/AIDS prevention and/or support services, LGBTQ, youth, or advocacy **may be substituted** for the degree requirement.

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**Preferred Experience:**

- Two years of experience in HIV prevention, education, intervention, and/or support services for people living with HIV/AIDS.
- Demonstrated experience with various diverse communities --- specifically youth, gay, bisexual, lesbian, transgender, questioning, People Living with HIV/AIDS, and/or people of color.
- Working knowledge of Microsoft Office 2007 or higher.
- Bi-lingual – Spanish speaking desired.
- Excellent interpersonal, organizational and writing skills.

**Conditions of Employment:**

- This position is contingent on grant funding.