



## JOB ANNOUNCEMENT

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**Job Title:** Workstudy – Prevention Assistant

**Department:** Prevention

**Summary:** Under the supervision of the Prevention Director, the Prevention Program Assistant would work to, primarily, provide information to the general public about HIV/AIDS and respond to the needs for treatment information of a growing population of persons infected with HIV/AIDS.

**Core Responsibilities:**

- Inventory monitoring of PCAF's Resource Center materials;
- Conduct outreach in the community to raise awareness about HIV/AIDS related topics, as well as about treatment options;
- Provide technical assistance to clients, students and organizations seeking resource information;
- Provide data entry support for statistics related to community outreach and education efforts;
- Assist prevention staff with various program specific tasks;
- Order books and periodicals; and,
- Perform other duties as assigned.

**Qualifications:**

Required

- Must have an outgoing, personable and flexible personality;
- Must possess ability to “get-to-know” people through phone and in-person contacts;
- Must have excellent writing and public speaking skills;
- Must be able to comfortably discuss topics pertaining to HIV prevention, including sex and sexuality and be sensitive to the emotional aspects of AIDS related issues;
- Must be comfortable working with people of diverse backgrounds, sexual orientations, HIV status, and socioeconomic status;
- Ability to work on numerous projects concurrently;
- Ability to work well under pressure and independently;
- Detail-oriented with a high level of accuracy;
- Ability to develop and maintain effective, collaborative working relationships with volunteers, clients, and staff;
- Possess an understanding of professional boundaries;
- Ability to respond quickly to change;
- Ability to work independently;
- Possess computer competency in Microsoft Office products;
- Have reliable transportation.

Desired

- Possess a vehicle for occasional off-site errands and outreach activities;
- Possess a valid driver's license and proof of insurance.

**Learning Objectives:** The goal of PCAF's Community Service Work-Study Program is to provide students with a meaningful service and learning experience relevant to their interests while supporting and enhancing the agency's mission to: prevent HIV infection, assist persons affected by HIV/AIDS, address related health problems, and combat associated stigma and discrimination.

This position will afford the workstudy student an opportunity to develop skills in areas such as: computer support, software and hardware administration, equipment repair, and project development with regard to technology assessments.

**Salary:** \$9.00 per hour; 15 to 19 hours per week during school, and up to 40 hours per week during the summer months.

**Other Information:** Pierce County AIDS Foundation (PCAF) is committed to increasing the diversity of its staff and to strengthening sensitivity throughout the organization. PCAF is an equal opportunity employer and service provider and does not discriminate on the basis of ethnic origin, color, gender, marital status, sexual orientation, political affiliation, age, creed, religion, veteran status, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status.

Additionally, candidates for employment at Pierce County AIDS Foundation should be aware that this is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions and the occasional related graphic representations may choose not to work at Pierce County AIDS Foundation.

**Application Process:** Send a cover letter, resume and completed application to:

Margie Abels  
Pierce County AIDS Foundation  
625 Commerce, Suite 10  
Tacoma, WA 98402

[margieabels@piercecountyAIDS.org](mailto:margieabels@piercecountyAIDS.org)

TEL—(253) 383-2565

FAX—(253) 597-6682

**Closing Date:** Open until filled.