

Title: Project Director, Midwest AIDS Education & Training Center (MAETC) - (Job ID #151585)
Department: Family & Community Medicine, MATEC
Category: Part-Time | Academic Professional
Location: Chicago, IL
Close Date: 11/12/2021

Description:

Midwest AIDS Education and Training Center (MAETC) - Department of Family and Community Medicine at UIC is hiring a Project Director, MAETC. The Project Director oversees the day-to-day management of the program. This position provides leadership and management of the program while working closely with the Principal Investigator, Medical Director, Oral Health Director, Lead Evaluator, Regional Assistant Director, Regional Coordinators, and Fiscal Manager.

* This is a permanent, part-time, Academic Professional position at 50% or 0.5 FTE.

Duties:

- With Principal Investigator, identifies regional goals and objectives, and co-leads the implementation of the MAETC Program in HHS Regions V and VII.
- With Principal Investigator and MAETC Local Partners (LPs), identifies local goals and objectives.
- Oversees activities of the eight sub-contracted LPs including the management of contract relationships, and site visits to each LPs.
- Oversees Directs the design, development, and implementation of regional interventions.
- Ensures adherence to federal and university regulations.
- Serves as a liaison to the Health Resources and Services Administration HIV/AIDS Bureau and the National Alliance of HIV Education and Workforce Development.
- Develops and maintains community liaisons with HIV providers and networks, including representing MAETC on planning bodies at the national, regional, state, and local levels.
- Co-chairs the MAETC's Policy Training Advisory Council.
- Represents the MAETC on national and regional committees/work groups, meetings, and conference calls.
- Assumes overall responsibility for administrative systems of the MAETC Program including:
 - o fiscal management and reporting
 - o grants management and reporting
 - o hiring and supervising of Regional Assistant Director, Regional Practice Transformation Coordinator, and other administrative staff for Central Office MAETC functions of grant and other revenue development
- Pursues ongoing support for the MAETC Program, including seeking other funding sources.
- Leads the grant writing team when completing competitive and non-competitive applications for the MAETC Program.
- Prepares and presents MAETC-related reports, analyses, and findings.
- Perform other related duties and participate in special projects as assigned

Qualifications:

A Master's degree in health, public health, human services field or a related field required.

A minimum of 8 years combined of related professional experience in clinical service or training operations, contract monitoring, and grant writing.

A minimum of 5 years of related experience in health service delivery, administration, professional training, or education, which should include at least 2 years of experience managing a professional staff.

A minimum of 3 years' experience with AIDS education, training, or related services.

Experience in designing and presenting training for adult learners, preferably in a culturally diverse organization.

Excellent communication, organization, presentation, and analytical skills are required, along with pc/computer skills to include Microsoft Office (Outlook, Word, PowerPoint, Excel.), and other related software and applications.

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