



Oakland

LGBTQ COMMUNITY CENTER

Job Title: HIV Prevention Coordinator

Department: Clinic Prevention Services

Reports To: East Oakland Clinic Prevention Services Director

FLSA Status: Full-time, Salaried, Exempt

Salary: \$71,000–\$73,000 per year

Location: We are a multi-site organization. This position will offer services primarily at the East Oakland Site.

Position Summary: The HIV Prevention Coordinator supports the daily operations of the East Oakland Glenn Burke Wellness Clinic by providing phlebotomy services and assisting with HIV testing and PrEP enrollment. This role works closely with clinical and program staff to ensure smooth clinic flow, high-quality client care, and accurate documentation. The ideal candidate is comfortable in a clinical setting, detail-oriented, and committed to expanding access to HIV prevention services.

Primary Role & Responsibilities

- Provide phlebotomy services to support HIV/STI testing, Gender Affirming Care, PrEP/PEP enrollment, and related clinical services.
- Support HIV testing and PrEP workflows by assisting with client intake, preparation, and follow-up as needed.
- Assist with daily clinic operations to ensure efficient, client-centered service delivery at the East Oakland Glenn Burke Wellness Clinic.
- Coordinate with clinical staff to support testing schedules, lab processing, and service flow.
- Document services accurately and timely in required data and health record systems in alignment with funding and compliance requirements.
- Support program activities by tracking services and assisting with reporting needs.
- Engage clients in a respectful, affirming, and trauma-informed manner that promotes trust and retention in care.

Other Duties as Assigned

- Complete administrative and program-related data entry and documentation.
- Support outreach, clinic events, or special testing days as needed.
- Attend staff meetings, training, and required compliance activities.
- Assist with inventory, supplies, and clinic set-up or breakdown.
- Provide general program and clinic support to ensure smooth daily operations.

Minimum Qualifications

- Phlebotomy certification required
- High School Diploma or General Education Diploma
- Minimum 2 years of experience working in a clinical, public health, or HIV prevention setting
- Comfort providing services in a fast-paced clinic environment
- Strong attention to detail and ability to follow clinical protocols
- Ability to work occasional evenings or weekends as needed
- Clear communication skills and a collaborative work style
- Commitment to health equity, HIV prevention, and culturally responsive care

Compensation and Benefits:

The Center offers a competitive wage and benefits that includes employer-sponsored major medical, dental, vision and disability insurance, and generous paid time off including personal days, sick leave, and 14 paid holidays, including two floating holidays such as, day after Pride, and election day.

The Oakland LGBTQ Community Center is an equal opportunity employer committed to maintaining a culturally diverse work environment. Individuals with diverse experiences, people of color, bilingual English-Spanish-Cantonese speakers, lesbian, gay, bisexual and transgender individuals, women, and people living with HIV/AIDS or other disabilities are particularly encouraged to apply. This is grant funded.

Grant funded positions are time limited and contingent upon sufficient grant funding.

Please email your resume and cover letter to rosalind@oaklandlgbtqcenter.org