

BAHSES JOB ANNOUNCEMENT MEMORANDUM

INTERNAL DISTRIBUTION ONLY

October 11, 1991

TO: BAHSES Staff

FR: Lee X. Woo, Executive Director

RE: PAID POSITIONS

BAHSES has 3 paid positions that are available at this time. This announcement is for BAHSES staff only and they have until 5:00 PM October 18, 1991, to submit their application to me if they wish to be considered for the position.

Program Coordinator - Education (Full Time 1.00%) (BAHSES WEST/EAST)

This position is responsible for the coordination of BAHSES's education services for the BAHSES WEST/EAST. The position requires skills that will develop outreach plans, ensure the deliverables of the three (3) current grants (M&M, OMH and Relapse) are met within the required deadlines. The ability to train and evaluate staff and programs. The position will require good writing and speaking skills, and the ability to work with various communities on both sides of the Bay. This job will require travel and to work at both of the BAHSES locations. This position will supervise two (2) part time Project Assistants (1 BAHSES WEST and 1 BAHSES EAST)

Project Assistant - Education/Outreach (Part time .50%) (BAHSES EAST)

This position will be working and provide services to Central Oakland to 73rd Avenue. Candidate needs to have knowledge of the place African American men meet and socialize. This position will work in conjunction with the other BAHSES staff and programs. The successful candidate must have knowledge of workplans, education/outreach techniques, ability to work with a variety of people and community organizations. The job will require a varied work schedule to access clients and attend required meetings.

Administrative Assistant (Part time .50%) (BAHSES WEST)

This is a part time position providing administrative support to the Program Director - Support Services and Program Coordinator. The position will require that the person understand how to use MAC computer equipment, knowledge of the BAHSES filing system, accounting, billing, typing correspondence, greeting visitors and answering phones, taking minutes and good office management. It should be noted that we are seeking additional funds to make this a full time position.

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SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

BAHSES MEMORANDUM

October 16, 1991

TO: John Brisbane, Treatment Advocate

FR: Lee Y. Woo, Executive Director

RE: CLARIFICATION OF ROLE/RELATIONSHIP

This memo is to confirm our conversation of October 15, 1991 regarding your role and relationship to BAHSES.

You are an employee of the EACH Program and from time to time you will be asked to join the BAHSES outreach/information teams to represent the EACH Program for designated events and staff meetings.

If you have any questions, please contact me.

cc: Kevin Brooks
Shurland Aird
Wendell Carmichael
Personnel File

324060/521015



BAHSES
TO SERVE OUR COMMUNITIES

BAHSES JOB ANNOUNCEMENT MEMORANDUM

June 23, 1992

TO: BAHSES Staff
FR: Lee Y. Woo, Executive Director
RE: PAID POSITION



BAHSES has 3 paid positions that are available at this time. This announcement is for BAHSES staff only and they have until 5:00 PM Monday July 6, 1992 to submit their application and resume with cover letter to me if they wish to be considered for the position. Interviews will take place during the period of July 13 - 17, 1992.

1. Deputy and Program Director - Support Services (BAHSES Regional) (Part-Time 50% - Position Code 12181-01)

Position Overview: This is a dual position that reports to the Executive Director. The position, Deputy Director, will be responsible for the daily management and administration of an area operations (BAHSES-West). Also in the event the Executive Director is absent or not available represent him/her as directed. The position of Program Director-Support Services is responsible for the coordination and training of agency wide support services programs: Support Groups, Telecare Components, Agency Fund Development and Health Intervention.

Job Requirements:

- Degree - MPA/MPH or
- 5 years work experience in the field or
- 4 years volunteer experience or
- 4 years specialized training or a combination of experience and training.
- 5 years management, administrative and budget experience.
- Proven track record of program management and meeting contract deadlines and deliverables.
- Good writing and communication skills.
- Ability to work with diverse communities.
- Good time management skills.
- Team building skills.
- Grant writing and fund development.

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2. Program Coordinator - Support Services (BAHSES West)
(Full time 100% Position Code 22011-02)

Position Overview: This position reports to the Program Director-Support Services. The Program Coordinator is responsible for the coordination and management of support services: Support Services, Telecare and Health Intervention.

This position will be involved with recruiting, training and supervising volunteer peer facilitators. recruiting clients from the African American Community, work closely with the EACH Program and other agency programs in outreach and recruiting clients for agency programs.

Job Requirements:

- Degree BA or higher or
- 5 years work experience in the field or
- 4 years volunteer experience or
- 4 years speciality training or a combination of 5 years experience in the above.
- 5 years of management, administrative and budget experience.
- Proven track record for program management and meeting contract deadlines and deliverables.
- Good writing and communication skills.
- Ability to work in the African American Community as well as many diverse cultural populations.
- Good time management skills.
- Team building skills.

3. Program Coordinator - Education Services (BAHSES West)
(Job share 50% - Position Code 22001-01)

Position Overview: This position reports to the 'Executive Director. The Program Coordinator is responsible for the coordination and management of Education Services: Outreach /Education, workshops and training. This position will be involved with recruiting, training and supervising volunteer peer facilitators. Recruiting, clients and working for the African American Community as well as other cultural groups. Work closely with other agency programs in outreach and recruiting clients.

Job Requirements:

- Degree BA or higher or
- 5 years work experience in the field or
- 4 years volunteer experience or
- 4 years speciality training or a combination of 5 years experience in the above.
- 5 years of management, administrative and budget experience.
- Proven track record for program management and meeting contract deadlines and deliverables.
- Good writing and communication skills.
- Ability to work in the African American Community as well as many diverse cultural populations.
- Good time management skills.
- Team building skills.

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BAHSES JOB ANNOUNCEMENT MEMORANDUM



BAHSES
TO SERVE OUR COMMUNITIES

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July 24, 1992

TO: ~~BAHSES~~ Staff

FR: Lee Y. Woo, Executive Director

RE: PAID POSITIONS

BAHSES has 1 paid position available at this time. This announcement is for BAHSES staff only and they have until 5:00 PM August 10, 1992, to submit their application to me if they wish to be considered for the position.

Program Assistant - Workshop (Part Time 25%) (BAHSES WEST)

This position is responsible for the Relapse grant and will be working in collaboration with other agencies covered by this grant. The principle responsibility of this position will be the development and testing a relapse workshop(s) within Gay men of color communities and will be used in conjunction with other outreach programs.

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A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

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BAHSES EMPLOYMENT OPPORTUNITIES

BAHSES has 2 paid positions that are available at this time.

Program Assistant- Support Group (Full Time 1.00%) BAHSES WEST - San Francisco Office

This position is responsible for the coordinating BAHSES's Support Group services for the BAHSES WEST for clients needing support group, transportation and other related psycho-social services. The position requires skills that will develop outreach plans, ensure the deliverables of the current two (2) grants (Care Formula and Supplemental) are met within the required deadlines. The job will also require a varied work schedule to access clients and attend required meetings.

Requirement: The ability to train, evaluate staff and programs. The position will require good writing, speaking and computer skills. Knowledge of AIDS/HIV and have worked in the Gay/Lesbian community for over 1 year.

Program Assistant - Education/Outreach (Part time .50%) BAHSES EAST - Oakland Office

This position will be working and provide services to Central Oakland to 73rd Avenue. Candidate needs to have knowledge of the places where African American men meet and socialize. This position will work in conjunction with the other BAHSES staff and programs. The successful candidate must have knowledge of workplans, education/outreach techniques, ability to work with a variety of people and community organizations. The job will require a varied work schedule to access clients and attend required meetings.

Requirement: The ability to train, evaluate staff and programs. Able to present AIDS/HIV and health information to a variety of people and environments. Communicate both in writing and orally, and have public speaking skills. Knowledge of program development and the target area of Central and East Oakland.

Send resume with cover letter to BAHSES-BWMT/MACT Personnel, 625 O'Farrell Street, San Francisco, CA 94109

Positions are open until filled

BAHSES is an equal opportunity employer. People of Color, Gay/Lesbians, People with HIV and the Physically Challenged are strongly encouraged to apply.

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A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

BAHSES EMPLOYMENT OPPORTUNITIES

BAHSES has one paid position that is available at this time.

Program Assistant - Education/Outreach (Part time .50%) BAHSES EAST - Oakland Office

This position will be working and provide services to Central Oakland to 73rd Avenue. Candidate needs to have knowledge of the places where African American men meet and socialize. This position will work in conjunction with the other BAHSES staff and programs. The successful candidate must have knowledge of workplans, education/outreach techniques, ability to work with a variety of people and community organizations. The job will require a varied work schedule to access clients and attend required meetings.

Requirement: The ability to train, evaluate staff and programs. Able to present AIDS/HIV and health information to a variety of people and environments. Communicate both in writing and orally, and have public speaking skills. Knowledge of program development and the target area of Central and East Oakland.

Send resume with cover letter to BAHSES-BWMT/MACT Personnel, 625 O'Farrell Street, San Francisco, CA 94109

Position is open until it is filled.

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