

POSITION: Agency Volunteer  
REPORTS TO: Special Projects Director  
DIVISIONS: Administration/Education  
SALARY: College Credit Only

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ORGANIZATION:

The *Center for Health Justice* (CHJ), empowers people affected by incarceration and HIV to make healthier choices and advocates for the elimination of disparities between prisoner health and public health. To achieve our mission, we advocate for prisoners living with HIV and provide HIV/AIDS education and treatment information to prisoners in California. In the past 8 years CHJ has grown into a nationally recognized expert on HIV and incarceration issues, and a respected service provider in correctional facilities in Los Angeles and beyond. We have initiated new condom access programs for prisoners in the San Francisco County jails and in California's prison system. CHJ exists through the generous contributions of private individuals, private foundations and government sources, and has an annual budget in excess of \$900,000. CHJ currently has a paid staff of 14, and hopes to recruit a volunteer staff of 20.

PRINCIPAL RESPONSIBILITIES:

Volunteer opportunities exist in the Administration and Education Departments by providing general office assistance, answering phones, providing up-to-date information and referrals by telephone and updating client records; assist in maintaining current resource library. Opportunities also exist in fund raising, and public advocacy.

REQUIREMENTS:

Commitment to social justice;  
Ability to maintain the highest level of confidentiality and professionalism;  
Organizational skills;  
Excellent written and verbal communication skills;  
Data entry and knowledge of active listening;  
Strong PC, MS Office, and Internet skills.

Application available on CHJ website [www.healthjustice.net](http://www.healthjustice.net) or

Apply to:

**Center for Health Justice**  
8235 Santa Monica Blvd., Suite 214  
West Hollywood, CA 90046  
(323) 822-3830

*An Equal Opportunity Employer*  
*M/F/V/H*