

**Job Title**

Community Health Program Coordinator

Reports To: Executive Director

FLSA Status: Nonexempt

Classification: Full-time

Starting Pay Grade Range: \$22.05 – \$25.44 per hour

Primary Responsibilities

The Community Health Program Coordinator is responsible for the coordination, planning, and execution of the Department's community health programs as well as providing education within the community and developing professional relationships with community partners and the public.

Duties and Responsibilities:

- Coordinate community outreach efforts and establish and/or strengthen positive working relationships with communities, schools, community groups, public health partners, local health leaders, medical professionals, agencies, and the public, with equity across the five-county health district, to mobilize, educate, plan, and implement health awareness programs and activities.
- Participate in marketing efforts for SEDHD including, but not limited to, outreach to potential partners and the community at large to inform and promote the programming of SEDHD, create an annual marketing plan and implement it accordingly, report on marketing activities to SEDHD management, staff, and other community partners. Work with staff to understand the various programs of SEDHD so they can be represented appropriately while conducting outreach.
- To the highest extent possible, conduct program activities that are research-based and in accordance with best practices.
- Review data periodically. As new trends develop, analyze ways to sculpt priorities and activities to match current needs. Inform SEDHD management of significant data changes noted.
- Conduct activities and programs in accordance with budget allowances by current funding sources.
- Participate in needs assessments, strategic planning, program design, and implementation and evaluation of health programming. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Compile, write, and edit reports and other documents required by funders. Submit all reporting requirements in an accurate and timely manner.
- Develop and update appropriate forms, brochures, and other materials in an accurate and timely manner.
- Attend and participate in conferences, workshops, and other training, as directed, as well as professional development opportunities.
- Craft informational materials as needed, including, but not limited to, newsletters, recruitment packets, brochures, etc. Increase the availability of bilingual health information.
- Assist with the selection, development, and delivery of educational curriculum(s) within the community to children and adults.
- Provide referrals to individuals seeking care.
- May perform some supervisory duties for Community Health Workers, as assigned.
- Other duties, as assigned.

Qualifications

EDUCATION: High School diploma or equivalent. A bachelor's degree in public health, health and human service, health education, nursing, or related field is preferred.



EXPERIENCE: At least three years of relevant experience in the above-related fields. Experience with community planning, program development, implementation, and evaluation is highly desired. Applicants fluent in both English and Spanish preferred.

OTHER: A valid driver's license, a current vehicle insurance certificate, and reliable transportation.

Knowledge and Abilities

- Proven experience as a program coordinator or relevant position.
- Skilled in basic desktop software programs including Microsoft Office and able to learn other software as needed.
- Communicate and cooperate within an organization to attain team goals and objectives.
- Knowledge of the interrelatedness between public health programs, other outside agencies and organizations, and the unique role of local public health departments.
- Knowledge of public health problems and the social and economic factors that contribute to them.
- Knowledge of program management and development procedures.
- Knowledge of budgeting and reporting.
- Skilled in facilitation and presentation skills, listening, group processes, and dynamics.
- Skilled in effective interpersonal communications, both written and verbal.
- Ability to maintain department policies and procedures.
- Ability to present information effectively, verbally and in writing.
- Ability to relate to all population groups and provide culturally competent service.
- Ability to work with various levels of agency management.
- Ability to be action-oriented, persevere, motivate others, and focus on program goals.
- Ability to build and foster collaborative relationships across a wide range of organizational levels and disciplines.
- Ability to coordinate the activities of diverse groups and agencies.
- Ability to manage work processes, establishing and working under deadlines.
- Ability to organize, plan, and prioritize projects using time management skills.
- Ability to work effectively independently and with multi-disciplinary teams.
- Ability to exercise initiative, judgment, and discretion.

Working Conditions

Work is performed primarily at SEDHD office sites, as well as community sites. Computer equipment, copiers, personal or department vehicles, and public health equipment and supplies are used to perform functions. This job may encompass light lifting, standing, walking, being seated for periods, possible overtime, driving, some overnight travel, and infrequently working nights and weekends.

Additional Preferred Licensure/Certificates

Completion of National Incident Management (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. An applicant who has not completed ICS 100, 200, 700, or 800 will be required to complete the courses within three months of employment.

How to Apply

Fill out an application on our Career Opportunities page: <https://www.sedhd.org/about-us/careers.html>