

MEND | Meet Each Need with Dignity
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JOB DESCRIPTION

POSITION TITLE: Community Health Educator
FLSA STATUS: Non-exempt; Temporary
REPORTS TO: Project Coordinator
WAGE: \$24-26 per hour
START DATE: May 1 – July 31, 2021; Two positions available

JOB SUMMARY: The Community Health Educator is responsible for providing education, information, and resources to slow the spread of COVID-19 and to promote vaccine uptake among communities with the highest infection rates in the San Fernando Valley.

DUTIES AND RESPONSIBILITIES:

1. Build relationships with other nonprofits and faith-based organizations community in to raise awareness of the importance of COVID-19 vaccination to slow the spread of the virus.
2. Provide information to community members about the risks and benefits of COVID-19 Vaccine in an effort to lower hesitancy and promote vaccination rates.
3. Offer informal education on the behaviors that mitigate COVID-19 spread and dispel concerns that community members may have about the COVID-19 vaccination.
4. Publicize information on vaccination centers.
5. Assist community members with making appointments for vaccine as needed; provide referrals to other services as needed.
6. Conduct community education primarily through:
 - a. Door-to-door canvassing
 - b. COVID vaccine presentations
 - c. Tabling at events
 - d. Other outreach methods as assigned.
7. Distribute masks, hand sanitizer and other supplies directly to community.
8. Attend team meetings and/or required health education training.
9. Complete and submit Outreach Data Reports on a weekly basis
10. Other duties as assigned and relevant to the project.

Qualifications:

- Bi-lingual English and Spanish; fluency in other languages such as Tagalog, Armenian, and American Sign language strongly desired
- Experience working with community organizing
- Knowledge of health education and outreach activities

- Experience in leading engaging presentations/teaching/coaching type sessions
- Must have reliable transportation; position requires extensive local travel
- Valid CA Driver's License and current insurance
- Repetitive lifting and carrying required; must be able to lift and carry materials and supplies up to 25 lbs
- Excellent internet and research skills
- Excellent communication and organizational skills; strong written and interpersonal skills
- Experience working with individuals with diverse ethnic backgrounds
- Demonstrated ability to work effectively as a member of a team
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint);
- Must be willing to work a flexible schedule to accommodate outreach activities

Time Commitment: Full time, 35 hours per week; may include some evenings and weekends. Grant period May 2021-July 31, 2021.

Must be able to work a flexible schedule which may include occasional evenings and weekends. Position requires local travel (approximately 75% of the time).

To apply, please submit cover letter and resume to jobs@mendpoverty.org by May 12, 2021.

All positions contingent on continued funding.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. This is a temporary position with MEND. Position not eligible for MEND sponsored benefits.