

MEND | Meet Each Need with Dignity
10641 N San Fernando Road
Pacoima, CA 91331
Phone | 818.896.0246
www.MendPoverty.Org



JOB DESCRIPTION

POSITION TITLE: Project Coordinator/Sr. Health Educator
FLSA STATUS: Exempt; Temporary
REPORTS TO: Assistant Program Manager
WAGE: \$28-30/hr.
START DATE: May 1 – July 31, 2021

JOB SUMMARY: The Project Coordinator/Sr. Community Health Educator oversees MEND’s COVID vaccine outreach efforts. The overall goal of the program is to offer information and education to communities hardest hit by COVID-19 through outreach, education, vaccine registration, and support. The Project Coordinator is responsible to supervise health education team, ensure project objectives are implemented fully, and track results.

DUTIES AND RESPONSIBILITIES:

1. Supervises, trains, and supports Community Health Educators to ensure full understanding of project objectives and works cooperatively with other cross-departmental staff to maximize project impact.
2. Schedule and coordinate culturally and linguistically appropriate health education opportunities in conjunction with MEND’s Hope & Care team to provide information about the risks and benefits of COVID-19 Vaccine in an effort to lower hesitancy and promote vaccination rates
3. Conducts community health education activities as needed, offering informal education on the behaviors that mitigate COVID-19 spread and dispel concerns that community members may have about the COVID-19 vaccination.
4. In cooperation with the Sr. Manager of Program Excellence, tracks project objectives, prepares weekly and monthly progress reports.
5. Provides complete and accurate program data and results to chief Development Officer for required reporting to the funder.
6. Sources current and updated public health guidance regarding COVID-19, vaccines, and other relevant information.
7. In coordination with the marketing team, develops informational handouts and flyers; secures translation services, as needed.
8. Provides training on the most current guidance to project staff

Qualifications:

- Minimum 2 years of leadership experience, include staff supervision and implementation of human service programs

- Bachelors degree in Public Health or related field.
- Bi-lingual English and Spanish; fluency in other languages such as Tagalog, Armenian, and American Sign language strongly desired
- Track record of developing outreach strategies, particularly in health education focused programs
- Able to work on short deadlines and fast-paced environment
- Experience training staff on project activities and objectives as well as 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
- 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 40% 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.