

## JOB DESCRIPTION

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| Title: Education/ Outreach Coordinator | Reports to: Director of Community Education & Outreach |
| Department: Adult & Family Services    | Date: November 2020                                    |

**Summary:** The Education/ Outreach Coordinator will work directly under the supervision of the Director. The coordinator(s) will work with the Promotoras de Salud and the Community Mobilizer(s) in Wyandotte and Johnson Counties coordinating activities, presentations, forums and outreach events. They will work directly with community members to motivate and train current and newly engaged Promotoras, Mobilizers and Volunteers. Must have the ability to positively interact with the community and create and implement training sessions on health and advocacy related topics that will promote a cultural of health and equity for the Latino community.

### ESSENTIAL RESPONSIBILITIES/FUNCTIONS

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| 1 | Coordinate educational/ training activities of the Promotoras Program and Community Mobilizers Program, which includes working on multiple educational campaigns and activities around health and equity related topic.   |
| 2 | Coordinate daily outreach operations of the Promotoras Program and Community Mobilizers Program. Which includes working on multiple educational campaigns and outreach activities around healthy eating, food insecurity and issue campaigns like; Know Your Rights, Medicaid Expansion, Housing Issues and Voter Education and Registration. |
| 3 | Work to recruit and train new Promotoras de Salud, Community Mobilizers, and volunteers. Training will include both general knowledge and more specialized training in relation to specifics areas of work as described above.  |
| 4 | Maintain up-to-date contact with active Promotoras, Mobilizers & volunteers and oversee and maintain accurate attendance records for participants of education classes, forums, outreach activities and other services completed by Promotoras, Enrollment Specialist, and Community Mobilizer(s).  |
| 5 | Collaborate with the Enrollment Specialist and Community Mobilizer(s) in the development of the monthly calendar activities for the Promotoras de Salud and Community Mobilizer Program.  |
| 6 | Establish and maintain partnerships with community partners/providers as needed for Education & Outreach activities for the Promotoras de Salud and Community Mobilizers Programs.  |
| 7 | Responsible for logistical planning for agency and program specific community educational and outreach activities that will be coordinated with volunteer Promotoras and Mobilizers on a weekly basis.  |
| 8 | Maintains records and documents of educational activities and responsible for database tracking and follow-up information in MAACLink.  |
| 9 | Assist the Director with internal and external reports and success stories. Prepares  |

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|    | monthly reports.   |
| 10 | Carry out the mission, vision, and strategies of El Centro, Inc. and works cooperatively with El Centro staff. |
| 11 | All other duties as assigned   |

**KEY COMPETENCIES/SKILLS**

- Strong Written and Verbal Communication Skills
- Strong Interpersonal Skills
- Relational Skills
- Organizational and Time Management Skills
- Problem Solving Skills
- Comfortable working with diverse populations
- Ethical Conduct
- Proficient in Word, Excel, Outlook, PowerPoint

**POSITION REQUIREMENTS**

**Education and/or Experience**

- 3-5 years of customer service and/or nonprofit experience with minimum of 2 years of adult community education experience preferred.
- Associates or Bachelor’s degree in health, nutrition or related field
- Bilingual – Spanish/English - Required

**ADDITIONAL REQUIREMENTS**

- Attitudes, knowledge and skills to deliver culturally appropriate services.

**El Centro, Inc. is an Equal Opportunity Employer**

El Centro



SU CONEXIÓN A LA COMUNIDAD

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Date \_\_\_\_\_

HR \_\_\_\_\_

Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_