



JOB DESCRIPTION: COMMUNITY OUTREACH & ENGAGEMENT COORDINATOR

Healthy Start Program

Position Title	Location	Reports to
Community Outreach and Engagement Coordinator	Josephine	Executive Director
Employment Status	FLSA Status	Hiring Salary Range
30 hours/week 4-day work week	Exempt	\$27,932-\$35,250 (.75FTE)

POSITION SUMMARY

The Community Outreach & Engagement Coordinator plays a vital role in developing and supporting Josephine County’s Perinatal Task Force, while working with Healthy Start sites to develop a family engagement model for each site, increasing the participation of community members in the Perinatal Task Force and its activities, and coordinating listening sessions, and community events. You will provide day-to-day oversight, facilitation, and coordination of the Perinatal Task Force in Josephine County. You will work closely with the Task Force’s leadership team, the Healthy Start Program Manager, the HCCSO Executive Director, community members and community partners, to achieve effective communication, and engagement. You will also work closely with the Josephine County Healthy Start sites, to develop strategies to better engage program participants, to gather participant feedback on services provided, to engage participants in the Task Force and its activities, and to organize and coordinate community events and trainings, including listening sessions, trainings and community education programs, and an annual Community Baby Shower.

You will have experience working with low income families in the community, and the ability to build rapport with the priority population served by the Healthy Start Program. You will be committed to maternal-child health, and community-based programming. You will have the capacity to build relationships with diverse individuals and community organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Task Force Coordination

- Responsible for overseeing coordination and organization of Perinatal Task Force Leadership Team, full coalition and any Coalition Work Groups, with a special focus on developing a community engagement plan
- Responsible for coordinating the logistics of meetings and events – which includes meeting venues, food, communication, agendas, minutes, etc.
- Manage, coordinate and document work plans with the Leadership Team and HCCSO staff.
- Ensure successful completion of all activities and deliverables from the task force; provide timely reports as required.
- Serve as lead contact for the Task Force.

Community Engagement

- Build and maintain relationships with key community stakeholders, including health, early childhood education, social service, and grassroots groups.

- Work to integrate impacted community members into all aspects of the Perinatal Task Force's work.
- Develop and implement a community Engagement plan.

Communications

- Manage internal communications and develop and maintain a central database with list-servs of Task Force members.
- Ensure that frequent, effective and efficient communication takes place with Task Force members.
- Communicate the objectives of the Task Force to the community and potential partners.

Outreach

- Engage with cross-sector partners to ensure that perinatal health issues are promoted in the region.
- Ensure that Task Force activities are included and maintained on the HCCSO website, Facebook and Twitter accounts with appropriate updates and current initiatives.

Event Planning

- Communicate and work with partners to host and execute events, training, and education/outreach activities.
- Ensure that flyers and promotional materials for all coalition events and training are created and distributed.
- Oversee set-up of all events in Eventbrite and manage registration activities.
- Oversee ongoing room reservations, and catering for all meetings and events.

Additional Responsibilities

- May include some evening and weekend work.
- Must be committed to organizational mission and fiscal responsibility.
- Conduct other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Basic understanding of maternal/child health issues and the social determinants of health
- Proficient in building rapport with low income families, and others experiencing health disparities
- Commitment to Collective Impact concepts
- Experience with community engagement and community-led initiatives
- Higher Education Degree and/or relevant experience
- Excellent written and interpersonal communication skills
- Able to develop and maintain cooperative working relationships with a wide range of people
- Excellent organizational and record-keeping skills
- Proficient facilitation skills
- Proficient in working with self-awareness along with having proven self-monitoring and self-correcting abilities.
- Proficient with Word, Excel, Outlook, PowerPoint, social media, and website maintenance



- Able to think strategically, develop and implement effective work plans

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel, or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

The work environment is an office setting. Employee may be required to travel to other organizations, community gathering places, etc. Regular travel between Jackson and Josephine Counties, as well as infrequent travel to other parts of Oregon is also part of this position.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

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