

JOB TITLE: COMMUNITY OUTREACH AND ENGAGEMENT COORDINATOR



Bienestar Human Services, Inc. is a unique non-profit social service organization that successfully improves the health and well-being of the underserved Latino community in Southern California. BIENESTAR uses a uniquely relevant, peer-based approach, combined with 100% cultural competence and community outreach, to improve the outcome of public health. BIENESTAR networks with other social service organizations to provide a complete package of support to its clients.

POSITION DESCRIPTION:

Under the direction of the Director of Prevention Services, the Community Outreach and Engagement Coordinator will focus on carrying out activities that inform, engage, mobilize, and empower the agency's constituents. The community outreach efforts will reach those who experience the greatest social and health inequities on the importance of prioritizing health and wellbeing.

The Community Outreach and Engagement Coordinator has a comprehensive understanding, knowledge and experience of the health needs and the social justice issues that influence the health outcomes of the Latino community with emphasis in the LGBTQ+, Immigrant, and substance using communities. The position aims to provide knowledge and skills regarding public health issues, including HIV/AIDS, STDs, Hepatitis, Substance Abuse, Mental Health all within the lens of addressing the social determinants of health and community barriers that increase health inequalities and disparities for the Latinx community.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Develops and implements program activities that enhances the knowledge, skills, and engagement of the Latinx community around health issues.
- Create and lead opportunities to promote a healthier, more positive environment for Latinx through a lens of equality and justice.
- Develop, implement, and coordinate activities to recruit, train, engage, and mobilize volunteer community members to be involved with the outreach team to create an informed and healthy communities.
- Enhance the organization's prevention and mobilization efforts by addressing issues related to health, social and economic empowerment of the community.
- Implement high-quality, interactive community outreach activities that are deliver in a variety of modalities that address the needs of diverse target groups served by the organization.
- These activities will include door-to-door canvassing, community canvassing, phone banking, virtual or in-person presentations, booths and tabling, networking, media interviews, etc.
- Coordinates outreach efforts with all agency departments and staff to promote agency services using a holistic/comprehensive approach.
- Ensures and keeps inventory of all agency's educational, promotional & branding materials.

- Prepares weekly/monthly/quarterly program reports and keeps accurate program data and documentation to meet program obligations.
- Actively participate in agency events, community meetings and activities to promote the goals of the agency.
- Other duties as assigned.

QUALIFICATIONS:

- A bachelor's degree or three years of demonstrated experience in a similar position is preferred.
- Experience in planning and conducting community outreach, engagement activities and events.
- Interpersonal skills working with culturally and socially diverse community groups including the Latinx and the underserved.
- Able to work independently within an agency team and have excellent organizational skills.
- Creative and innovative to assist in the development of educational and promotional materials and market all agency outreach and engagement activities to have maximum impact.
- Bilingual English/Spanish with good verbal and written communication skills. Comfort with public speaking is essential.
- Assertive, self-motivated, organized, resourceful and leadership skills to collaborate. Good customer skills.
- Ability to work in a team-oriented work environment, with professionals and paraprofessionals from different disciplines, as well as volunteers and clients.
- Able to meet agency job work hours, transportation and employment requirements.

HOURS: Full Time Position, 40 hours per week. Occasional Weekends and Evening required.

SALARY: \$21 to \$24 per hour. Commensurate with education and experience.

BENEFITS: Full benefits including health and dental insurance, 403B Retirement Plan and employer match.

LOCATION: Greater LA Area; home office based in East Los Angeles

SEND RESUME: Hrjobs@bienestar.org

Position Will Remain Open Until Filled. Bienestar Is An Equal Opportunity Employer. Members of the LGBTQ+ community are encouraged to apply