



Job Description: Community Engagement and Research, **Outreach Coordinator**

The Arthur Ashe Institute for Urban Health (AAIUH), founded by the late tennis champion and humanitarian, Arthur Ashe utilizes a model of Community Health Empowerment to address health inequities in multi-ethnic underserved communities. Community Engagement and Research (CER) is a core component of AAIUH through which we aim to design and implement community-based health interventions in trusted community venues that improve health literacy, foster positive health behaviors, and reduce health disparities in racially impacted groups. We accomplish these objectives through strong collaborations with community, academic, research, and government institutions.

Website: www.ArthurAsheinstitute.org

Title: Outreach Coordinator

Classification: Full-time. Work schedule will include working on some evenings, after 6:00pm, and some weekends.

Salary: \$45k commensurate with experience and education.

Responsibilities include, but are not limited to the following:

1. Coordinate and conduct community outreach, recruitment and engagement activities.
2. Facilitate community health education sessions, support research and advocacy activities.
3. Nurture new and existing relationships with community partners, including barbershops, hair salons, churches, community-based organizations, etc. This includes conducting site-visits, making phones and establishing bi-directional communication pathways.
4. Support the planning, scheduling, and facilitation of virtual and in-person health education (including virtual focus groups, seminars, and webinars) for all projects and initiatives.
5. Coordinate day-to-day activities, communications and provide technical support to community partners, including barbers/stylists
6. Provide support in the development and design of health education related materials, tools and resources.
7. Conduct literature reviews, develop and implement community assessment surveys, and support data collection and analysis.
8. Create content that captures and reflects outreach efforts, workshops and community engagement activities for the Institute's social media platforms.
9. Coordinate and provide support navigating and facilitating linkages to care.
10. Attend relevant events, meetings or activities to represent the Institute and serve as liaison to external stakeholders (including healthcare leaders and advisory board members).
11. Support program development and marketing efforts as required.



Qualifications & Skills: BA/BS degree required

Master of Public Health or related field preferred. Qualifications include outstanding interpersonal and organizational skills, ability to work independently as well as part of a team. Experience conducting outreach and recruitment, community organizing, and the ability to connect and build relationships with community members and partners and stakeholders (e.g. barbers, stylists) is highly desired. Candidates must have a strong commitment to addressing health disparities in urban and immigrant populations and improving the health care delivery system. Must have knowledge of urban health issues, health education/behavioral health intervention programming, public health research, and experience working in diverse populations including immigrant communities. Candidates must also possess strong organizational skills, and excellent written and oral communication skills. Bilingual skills (Spanish, Haitian, Creole) are highly desired.

Benefits:

- Time & leave: 20 days - includes 10 holidays, 8 paid time off (PTO) in first year, and 2 floating holidays - Medical and dental plans
- Health and transit pre-tax accounts - Education benefits, time off for approved programs depending on work schedule - 403b retirement plan available after two years of employment - Professional development opportunities.

Reports to: Director, Community Engagement & Research

Send resume and cover letter: kpierre@arthurasheinstitute.org

You MUST include “Applicant for AAIUH CER Outreach Coordinator Position” in your subject heading.

Please note: *Only candidates considered for initial screening interviews will be contacted.*

Anticipated start date: *ASAP*