



MANO A MANO FAMILY RESOURCE CENTER

Job Title: Community Health Education and Outreach Coordinator

Reports to: Community Health Education Manager

Employment Status: Full-time, salaried

FLSA Status: Exempt

Location: North Chicago, IL with travel throughout Lake, Cook, and McHenry Counties

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrants and their families living in Lake County, Illinois to become full participants in American life. Our vision is an integrated Lake County where everyone has access to opportunity and paths to success. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people. Located in Round Lake Park and with community-sites throughout Lake County, Mano a Mano serves more than 4,500 immigrants annually from across Lake County and surrounding areas. Mano a Mano is committed to serving all immigrant community members, regardless of their language, country of origin, religion, ethnicity, or immigration status.

SUMMARY:

Reporting to the Community Health Education Manager, the Community Health Education and Outreach Coordinator (Coordinator) works with community members to build their capacity to understand and manage their health and the health of their family. The Coordinator builds and maintains deep and authentic relationships with community members, other local organizations, and groups by providing consistent, thoughtful, accurate, and relevant health information to the community. The Coordinator develops culturally-relevant materials and events to promote health in the community in English and Spanish. The Coordinator is knowledgeable about community resources and services, as well as public benefits available to community members. As such he/she also acts as a referral resource in the community, helping community members connect to the services that they need to live healthy lives. Together with program and organizational leadership, the Coordinator also engages in program planning and design, data collection and analysis, and grants management when necessary. The Coordinator's efforts are guided by the organization's health priorities, which are evidence-based and responsive to our community's needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

Project Planning, Implementation, and Evaluation:

- Design/develop project framework and operational goals based on project proposal as detailed in grant proposal and/or contract with funder;
- Set strategic and operational goals for project implementation, as well as corresponding metrics and outcomes that operationalize project success;
- Establish and share project timeline in advance to ensure that project goals are completed fully and efficiently;
- Implement in a timely and efficient manner according to agreed upon strategic and operational goals, as approved by program and organizational leadership;



- Coordinate all project event logistics in a timely and effective manner;

Community Education and Outreach:

- Build and maintain relationships with local community members, developing his/her own trust and standing in community, while advancing the reputation and role of the organization;
- Develop and maintain relationships with various stakeholders to advance the goals of the project and the effectiveness of project implementation;
- Create and disseminate culturally and linguistically relevant materials to educate community members to advance the project goals;
- Perform grassroots-style outreach in targeted communities, making and building local connections;
- Connect community members with relevant and up to date resources and services throughout Lake County;
- Provide follow up to potential and existing program participants;

Relationship Management:

- Coordinate relationships between project partners and supporters, ensuring positive and productive relationships that advance the goals of the project and the good of the community;
- Coordinate all communication between partners and other stakeholders about the scope, progress, and all other details of the project, so that all stakeholders have full understanding of the project and expectations for participation;
- Coordinate regular collaborative partnership meetings to maintain an active dialogue among stakeholders on the project and the subject area;
- Establish links with partnership agencies to ensure successful referrals of community members to existing resources and services;
- Participate in relevant committee coalitions and committees that advance the goals of the project and contribute to relationship development with local partners.

The activities of this position may evolve with the development and implementation of project plans.

Knowledge and Skills:

- Excellent verbal and written communication skills;
- High attention to details;
- Ability to meet deadlines and prioritize among many competing important projects;
- Ability to work independently and manage project details and ensure completion of tasks without a lot of direct supervision;
- Strong ability to engage and motivate stakeholders to not only complete the project, but also to become ambassadors for the project to the community at large;
- Strong Computer skills (Microsoft Office Word, Access, PowerPoint, Internet search and Excel) and strong data entry skills;
- Strong project management and oversight skills in order to manage a multi-faceted team and program; and
- Aptitude for working in a culturally diverse environment and possess the ability to interact with multiple constituencies in a respectful and meaningful manner.



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, must be fluent in English and Spanish, must demonstrate excellent people and communications skills, sensibility to people's needs, good understanding of immigrants' issues and of the adult basic education field; must be a team player, self-starter, and computer literate.

This is a professional position and requires a minimum of Bachelor's Degree in Public Health, Human Services, or related field, 4 years of professional relevant job experience, or a combination of the above. The position requires experience working with immigrants and sensitivity towards immigrants' issues.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability. Mano a Mano, Family Resource Center has an affirmative policy to maintain the work place free of sexual harassment and intimidation.

To apply for this position, please email the following documents to **Carla Rosales**, croales@mamfrc.org: resume and cover letter.