**CAREER OPPORTUNITY**

**Job Title: Community Outreach Coordinator**

**Classification:** Non-Exempt

**Salary** $20/ hour **Reports To:** Pacific Islander Health Board Program Director

**Location:** King County

**Date:** 11/10/2020

**ABOUT the PI Health Board**

The Pacific Islander Health Board seeks to cultivate resilience within our communities to achieve health equity through culturally safe and community driven solutions, traditions, advocacy, and policies. We value our traditional healing practices and hold advocacy, community, equity, social justice, and liberation as means to guide our board.

**Position Overview**

In partnership with Open Arms Perinatal Services, the Pacific Islander Health Board (PIHB) is contracted to launch two programs: Breastfeeding Peer Counseling Program and Prenatal Collaborative Care Program which wraps together midwifery services, childbirth educators, doulas, lactation experts, and other perinatal professionals. The Breastfeeding Peer Counseling Program provides free home-based and place-based lactation support to King County families. The perinatal program brings together midwives, doulas, lactation consultants, and community representatives to: 1) provide culturally relevant, peer-to-peer educational support via home-based visits and place-based workshops; 2) provide prenatal education in a group setting through the March of Dimes Supportive Pregnancy Model and doula services free of charge; and 3) provide referrals to other necessary services and resources to address the life circumstances that act as barriers to a healthy pregnancy, delivery, and first year of life. These programs share a goal of improving perinatal health outcomes for the African American, American Indian, Alaska Native, Pacific Islander, and rural residents of King County.

The Pacific Islander Health Board is committed to: 1) identify Pacific Islander populations that have barriers to access prenatal care 2) hold 4-6 focus groups to understand why families cannot access care and how can we support them better 3) provide resources to direct prenatal care provided through the Prenatal Collaborative Care Program.

The community outreach coordinator will play a crucial role in researching target populations and connecting with community leaders and organizations that work directly with pregnant families.

**General Duties**

To build strategic relationships within the various Pacific Islander communities; conduct a variety of outreach activities; and lead the Outreach committee meetings.

**General Responsibilities**

1. **Community Outreach and Education**

* Creates an annual outreach plan.
* Develops plan to recruit, train, and utilize volunteers.
* Attends relevant community meetings; participates in relevant councils and committees.
* Schedules outreach presentations in various PI Communities and communicates with PIHB regarding coverage and responsibilities.
* Develops a consistent presentation outline.
* Develops outreach materials and packets
* Maintains relationships with collaborative partners and cultivate new ones.
* Assists in the coordination of special events sponsored by the PIHB.

1. **Community Education and Outreach Events**
2. Plan, organize, advertise Educational Events within specific PI Communities
3. Work with PIHB Representative
4. Identify location and secure reservation
5. Set-up and Clean-up after event
6. Recruit and lead volunteers at event (All events are now virtual)
7. **Other Duties**

* Meet regularly with PIHB Program Director to coordinate execution of community outreach plan.

**Position Type and Expected Hours of Work**

This is a part-time position, and hours and days of work are flexible. This position requires evening and weekend hours. Coordinate with the Program Director to establish work week hours on a weekly basis.

**Travel**

This position requires up to 100% local travel. Mileage will be tracked and reimbursed on a monthly basis.

**Required Qualifications and Skills**

1. Ability to manage multiple projects
2. Outgoing and engaging personality with confidence to interact face to face with community leaders
3. Knowledge and experience with social media platforms and updating websites
4. Ability to prepare and present oral and written reports on outreach activities, to track and assess progress and address program difficulties as they arise.

**Preferred Education and Experience**

1. High School diploma or equivalent
2. 1-3 or more years of experience in community organizations, non-profit work, volunteer experience

**Additional Eligibility Qualifications**

None required for this position.

**AAP/EEO Statement**

**The Pacific Islander Health Board/ Utopia is an affirming, positive, diverse work environment. The Pacific Islander Health Board/ Utopia provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.**

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**To Apply**

Please email resume and cover letter to: [lika@pihealthboard.org](mailto:lika@pihealthboard.org) or admin@pihealthboard.org