



Job Title: BeHeard Mile High Community Outreach Coordinator
FLSA Status: Part-time, Exempt
Reports to: Research and Evaluation Coordinator

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services. The Center is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

To inform efforts at The Center and among our many organizational partners, our Research and Evaluation Department has created a community panel. This panel serves as a platform for social justice efforts, especially to unite community voices and connect public opinion and perspectives to decision makers and policy advocates. The **BeHeard Mile High Community Outreach Coordinator** will be integral in the success of these innovative and community-driven efforts.

Key role and responsibilities:

- Organize and participate in community outreach activities and events
 - Coordinate overall event day plans and activities with street team members
 - Identify outreach and networking opportunities as it relates to the community panel and the Center
 - Drive incentives during events (e.g. games and raffles)
 - Communicate panel project objectives and progress as well as direct any Center-related questions to the appropriate staff
- Assist in the management of street team members during community outreach activities
 - Manage team members' roles and event objectives
 - Engage team members' interests and professional development
- Support overall community panel objectives, needs, and tasks
 - Identify culturally relevant incentives and potential vendor sources and partnerships
 - Purchase and disseminate prize winnings to panelists
 - Conduct research on survey and panel management literature to support panel data and communication efforts

- Collaborate with the panel's Community Advisory Board and organizational partners on panel and outreach improvements

Requirements/Qualifications

- Knowledge of longitudinal panel designs and familiarity including understanding of benefits and limitations
- Experience in project management desired
- Experience with data collection, management, analysis, and visualization
- Experience in survey methodologies, research, and evaluation
- Fundamental understanding of health and social justice issues, particularly as related to Metro Denver communities
- Demonstrated commitment to Metro Denver communities of color
- Ability to attend evening and weekend community events for panel recruitment purposes
- Experience utilizing Qualtrics' Research Suite and Target Audience desired
- Ability to perform several tasks concurrently, including time management and organizational skills
- A multi-tasker and team player with the ability to wear many hats in a fast-paced environment
- Ability to organize and maintain detailed records; complete necessary paperwork, reports and meet deadlines
- Strong computer skills, familiarity with Microsoft Office365, Word, Excel, Outlook, PowerPoint
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

Salary Range

\$18,000 - \$20,000

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.

Please submit a cover letter, resume and writing samples to the following email address and include **BeHeard Mile High Community Outreach Coordinator** position in the subject line: eric@caahealth.org. All applications must be submitted electronically – none will be accepted in person. No phone calls please. More information about The Center for African American Health can be found on our website at www.caahealth.org

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.