



Job Title: Faith and Health Ministry Community Liaison
FLSA Status: Part Time
Reports to: Director of Strategic Initiatives

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 responsive 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.

General Description:

The Center's Faith and Health Ministry Liaison assists in assessing the needs of our faith community, and developing plans and interventions to meet those identified needs. Programs developed by this individual sensitively reflect the unique spiritual beliefs and practices of diverse faith communities with the goals of health promotion and disease prevention. The Center for African American Health serves as a partner to assist and empower faith communities to meet their goals in order to improve the overall health of our community.

Primary Roles and Responsibilities

- Responsible for establishing trusting relationships with The Center's network of faith-based partners and other community-based organizations.
- Collaborates and communicates with pastoral staff and other health ministry professionals to plan for health ministry and Center programming.
- Interacts with congregation through presence and prayer.
- Models healthy stewardship of the body emphasizing self-care of the whole person.
- Assists the health ministries with preparing, developing and/or coordinating educational programs based on identified needs for healthier lifestyles, early illness detection, and health resources.
- Provides general tasks (i.e. administrative assistance, signage, promotion, etc.) when implementing faith and health ministry programming.
- Networks with other health ministers, faith communities and professionals in other congregations.
- Documents health ministry activity.
- Maintains privacy and confidentiality as outlined in the confidentiality guidelines.
- Conveys the purposes and services of program initiatives offered by the Center for African American Health.
- Continuously expands knowledge and understanding of community resources, services and programs.
- Recruits and coordinates the efforts of volunteers used to resource screenings, education, trainings and other community activities.

Requirements/Qualifications

- Bachelor's degree with a minimum of two years' experience in successful community outreach or volunteer management
- Excellent public speaking and presentation skills
- Ability to connect with diverse communities and forge strong relationships
- 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
- Ability to analyze problems and find solutions which support and enable sound decision-making
- Ability to perform several tasks concurrently, 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
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

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.

How to Apply

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include *Faith and Health Ministry Community Liaison* in the subject line: careers@caahealth.org. No phone calls please. All applications must be submitted electronically – none will be accepted in person. 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.