



Job Title: Faith and Health Program Coordinator
FLSA Status: Full Time, Exempt
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 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.

Primary Roles and Responsibilities

- Responsible for establishing trusting relationships with The Center's network of faith-based partners and other community-based organizations
- Organize and participate in congregation outreach to enroll panel participants
- Convey the purposes and services of program initiatives offered by the Center for African American Health
- Balance conflicting priorities in order to manage workflow, ensure the completion of essential projects, reports and meet critical deadlines
- Facilitate, build and monitor relationships including tracking contacts in database and managing follow-up
- Work as a member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals
- Develop and present health education and promotion programs
- Document activities and record information, such as the number of participants attending and completing programs, presentations conducted and persons assisted
- Design and conduct program evaluations to assess the quality and performance of health education programs
- Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of health education programs
- Collaborate with health specialists and civic groups to determine community health needs and the availability of services
- Assist community members and clients in accessing health related services, including but not limited to: providing instruction in overcoming barriers to needed medical care and social services
- Continuously expand knowledge and understanding of community resources, services and programs

- Assist community and clients in utilizing resources, including scheduling appointments, and assisting with completion of applications for programs for which they are eligible
- Develop and maintain health education libraries to provide resources for staff and congregations and community agencies
- 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 case 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 Program Coordinator* 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.