



JOB DESCRIPTION

TITLE: Community Engagement Coordinator
REPORTS TO: Director of Health Promotion & Community Engagement
CLASSIFICATION: Exempt
EXPOSURE RISK: Category II

SUMMARY:

The Community Engagement (CE) Coordinator is responsible for supporting and leading their team to meet the goals and objectives of the organization and its funders. They will be overseeing the Community Engagement Program which focuses on Pillar 4, Respond, of the Ending the HIV Epidemic Plan. The activities and interventions under this program focus on addressing structural components that increase HIV acquisitions, developing community partnerships, and creating programs that will facilitate access to HIV preventative and care services. They will ensure staff is properly trained, project management, reporting and proper execution of interventions/programs. The CE Coordinator is also responsible for the development of RGV Pride. The CE Coordinator will report to the Department Director of Health Promotions and Community Engagement.

DUTIES AND RESPONSIBILITIES:

1. Lead program interventions and activities.
2. Develop new partnerships with the community that will expand program services and continue to nurture those already established.
3. Oversight of Casa Orgullo's goals and metrics which includes facilitation of services.
4. Responsible for meeting RGV Pride and Community Mobilization measures.
5. Collaborates with Social Media Specialist to update and maintain social media presence including daily monitoring, posting, scheduling and reporting updates.
6. Maintains Community Engagement calendar of events.
7. Coordinates, tracks, and reports condom distribution activities.
8. Recruits and leads volunteers who will assist with programming in regards to the Health Promotion and Community Engagement Department.
9. Maintains appropriate records and is able to report all activities and services in an accurate and timely manner.
10. Communicates effectively with staff to provide clarity of program policies and procedures.
11. Assists program director with updates of policies and procedures, staff training, and implementation of new services and or programs.
12. Assists department director in grant writing processes. Development of potential projects.
13. Responsible for monthly and bi-annual reporting of all community engagement events.
14. Maintain and record keeping of memorandum of understandings (MOU) with community organizations.
15. Excellent leadership, administrative, organization, and written/verbal communication skills.
16. Bilingual Skills (English/Spanish fluency) preferred
17. Detail oriented and ability to handle multiple tasks at once.
18. A flexible, creative, assertive, self-starter with excellent adaptability skills a must.



JOB DESCRIPTION

19. Excellent interpersonal skills and ability to work with a wide range of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.
20. Must attend all four agency wide events. (PRIDE, World AIDS Day, Back to School, VIDA patient conference)
21. Position requires a flexible work schedule that includes evenings/weekends. Outreach activities occur outside normal working hours (8:00 AM - 5:00 PM, Monday through Friday).
22. Perform other duties as assigned.

JOB QUALIFICATIONS:

- A High School Diploma is required.
- A degree from an accredited 4-year college or university program in the fields of public health, social services or other related area preferred.
- Certified Community Health worker preferred but not required.
- A minimum of two (2) years professional experience in a social service, community building/partnership and/or LGBTQ+ nonprofit setting preferred.
- Knowledge of HIV/AIDS; knowledge of community resources and referrals; knowledge of OSHA regulations.
- Knowledge of and/or experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people
- Ability to operate Microsoft Office software, specifically Outlook, Word & Excel.
- Ability to navigate social media & virtual meeting platforms
- Skill in operating the listed tools and equipment.
- Ability to communicate effectively both orally and in writing in English; organizational and time management skills.
- Ability to perform multiple tasks; good problem-solving abilities; demonstrate flexibility and positive people skills. Ability to work with people of diverse backgrounds.
- Willingness to work a flexible schedule that includes evenings/weekends. Demonstrated experience and skills in navigating community-based programming/partnerships, event planning, volunteer/staff supervision, community organizing and outreach.
- Excellent interpersonal skills and ability to work with a wide range of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.
- Bilingual (English & Spanish) preferred.
- Flexibility to travel, if needed.

PHYSICAL ACTIVITIES AND REQUIREMENTS:



JOB DESCRIPTION

Finger Dexterity: Using fingers to make small movements such as typing or picking up small objects.

Talking: Frequently conveying detailed or important instructions or ideas accurately, clearly, or quickly.

Hearing: Able to hear average or normal conversations and receive ordinary information.

Repetitive Motions: Frequently and regularly using the wrists, hands, and fingers.

Visual: Average, ordinary, visual acuity necessary to prepare or inspect documents or other materials.

Physical: Sedentary work; sitting most of the time. May have to lift folders, files, papers, audio/video equipment, and other such items weighing up to approximately 25 lbs.

Employee Signature

Date

Supervisor Signature

Date

Director of Human Resources (Signature)

Date

VP & Chief Financial Officer

Date

NOTE: This job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required. Additionally, this job description is not intended as an employment contract, implied or otherwise, and CommuniCare continues to maintain its status as an at-will employer.