

Program Coordinator Temporary Assignment (End Date June 12, 2020)
Asian American Health Initiative
Primary Care Coalition

Organization Description:

Primary Care Coalition of Montgomery County (PCC) in collaboration with the Asian American Health Initiative (AAHI) seeks a highly organized and motivated individual for the position of Program Coordinator Temp to support AAHI's health education and communications activities. AAHI is part of the Montgomery County Department of Health and Human Services. The mission of AAHI is to improve the health and wellness of Asian American communities in Montgomery County by applying equity, community engagement, and data-driven approaches. To learn more about AAHI, please visit, www.AAHIinfo.org.

Job Description:

The Program Coordinator Temp will support AAHI's health education and communications work. They will be responsible for managing a number of programs related to educating the Asian American community at large and communicating with AAHI's diverse stakeholders. The Program Coordinator Temp will research emerging needs within health and human services, design and implement innovative health education programs, and serve as the point of contact for internal and external communication activities. The Program Coordinator Temp will also be responsible for supporting AAHI's reporting efforts. This position is 40 hours a week.

Essential Functions:

- Assess individual and community needs for education on health and human services
- Design and implement culturally sensitive strategies to conduct education campaigns
- Create culturally and linguistically competent digital and print communication materials
- Conduct research to inform program activities
- Compile local resources and share information with targeted constituent groups
- Evaluate the effectiveness of AAHI's health education programs; provide outcome results and recommendations
- Organize technical assistance workshops for the Empowering Community Health Organizations (ECHO) project
- Assist with bi-monthly education trainings for Health Promoters Program through content development
- Coordinate the development of Annual Report and other external publications
- Publish informational articles in various mainstream and ethnic media
- Maintain social media sites (i.e. Hootsuite, LinkedIn, Facebook, photo library, and Twitter) and draft bi-monthly newsletters
- Manage and maintain AAHI's website
- Coordinate translation of English content into Asian languages
- Monitor and produce reports on AAHI activities
- Maintain organization tracking databases
- Draft content regarding AAHI's activities for public consumption
- Design various public facing communication materials such as flyers, reports, handouts, brochures, etc.

- Utilize communication mediums and platform to reach the Asian American community
- Participate in department-wide initiatives and projects as assigned
- Assist with AAHI's overall programs and projects
- Monitor MC311 service request system
- Provide administrative supports to AAHI, including its Steering Committee
- Other duties as assigned

Basic Qualifications:

- 3 – 5 years of experience working in a public health setting. Experience with health promotion and education, health communication, and program planning.
- A minimum of a Bachelor of Science in Community Health, Public Health, or related field
- Bilingual ability in another Asian language is preferred but not required
- Proficient with Microsoft Office applications (Excel, Word, PowerPoint, and Publisher, etc.)
- Experience with Web Content Management System such as Wordpress
- Capable of working both independently and in teams
- Must have a solid work ethic
- Inter-county travel is required
- Excellent oral and written communication skills
- Ability to work some evenings and weekends
- Ability to transport materials safely and efficiently to out-of-office activities

ADA Requirements

This job operates in a professional office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Requires ability to learn new software applications as necessary.
- Must be able to travel locally, up to 30%.
- Must be able to lift up to 20 pounds.

Disclaimer

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

How to Apply

The online application can be found at the following link:
<https://primarycarecoalition.applicantstack.com/x/openings>