

Job Posting Request

| JOB POSTING INFORMATION | | |
|----------------------------------|----------------------------------------------------|-------------------------|
| Position Title: | Project Coordinator | Posting Type: New |
| Application Accepted From | All Persons Interested | Posting Open: 2 weeks |
| Division: | Houston Health Foundation | Safety Impact: Yes |
| Section: | Office Chronic Disease Health Education & Wellness | Salary: \$58,000 |
| Location: | 8000 N. Stadium Drive & remote | Interview: Digital |
| Workday & Hours: | Monday – Saturday, Flexible days, and hours | |
| Fund Information: | Grant Funds | |

| POSITION DETAIL | |
|--------------------------------------|-------------------------------------------|
| Number of Positions Available | 1 |
| Org Unit/ Fund/ Cost Center | 12 months, Grant funded contract position |

JOB POSTING TEMPLATE

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The Houston Health Foundation in partnership with the Mayor's Office H.E.R. Taskforce and the Houston Health Department seeks a high energy, dynamic and self-motivated Project Coordinator to facilitate the implementation of the Equitable Vaccination Acceptance and Distribution Initiative in Complete Communities supporting BIPOC communities of Houston, TX. This position offers a competitive benefits package.

The Project Coordinator will be responsible for the following duties:

- Execute the plans to accomplish goals and objectives of vaccine equity in designated complete communities. Establish goals and evaluate performance and develop subordinates
- Plan, implement, and coordinate vaccine equity grant activities and deliverables
- Analyze and interpret quantitative and qualitative data and information that identifies community needs and assists with the evaluation of project effectiveness
- Coordinate the delivery to vaccine outreach, education, and distribution event opportunities with partnering agencies including an educational partner, a health partner, and/or a physician of color group as describe by the project deliverables
- Facilitate the efforts to organize community members, groups, and agencies to address COVID vaccine equity.
- Participate in meeting for various coalitions, taskforces, advisory councils, and neighborhoods
- Prepare culturally and linguistically appropriate health education and health marketing tools.
- Serves as a liaison between community members and the Vaccine Acceptance and Distribution Project
- Utilize outreach, promotion, and marketing techniques to promote and disseminate actionable health and wellness information and advocate for health equity

WORKING CONDITIONS

This position works both in office setting and in field settings such as outdoor tents. This position requires walking, standing stooping, bending, and routine lifting such as reams of paper.

EDUCATIONAL REQUIREMENTS

Associate degree or higher in Behavioral Sciences, Health Education, Public Health, Business Administration, or closely related fields

EXPERIENCE REQUIREMENTS

2 years of experience in community engagement and outreach, coordination, and/or social services.

LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2)

PREFERENCES

Preferences for applicants;

- Community Health Worker (CHW), Certified Health Education Specialist (CHES)
- Bilingual in English and other languages to meet community needs
- Experience using Microsoft office products
- Experience using data management systems such Qualtrics and Smartsheets

SUPPLEMENTAL QUESTIONNAIRE

How many years of experience do you have directly working with healthcare or public health?

- Less than 1 year
- 1 to 2 years
- 3 or more years
- No experience

How many years of experience do you have directly working with BIPOC communities?

- Less than 1 year
- 1 to 2 years
- 3 or more years
- No experience

How many years of experience in community outreach and enrollment do you have?

- Less than 1 year
- 1 to 2 years
- 3 or more years
- No experience

Do you hold a Community Health Worker (CHW) or Certified Health Education Specialist (CHES) credential?

- Yes
- No
- In progress

Describe your level of experience in activity coordination between multiple partners and agencies.

- Beginner, less than 1 year
- Intermediate, 1 to 2 years
- Advance, 3 or more years
- No experience

Are you available to weekends and after hours?

- Yes
- No

Please indicate languages, other than English, in which you are fluent (reading, writing, and/or speaking).

Check all that apply. (x)

Spanish Chinese Vietnamese Arabic French Other languages I am not bilingual