



JOB DESCRIPTION

COORDINATOR OF COMMUNITY OUTREACH

Job Title: Coordinator of Community Outreach

Job Description: Full-time, exempt position

Reports to: Executive Director

Primary Responsibilities:

- Support the Bicultural Healthy Living Events 50%
- Bicultural Active Living Lifestyle (B.A.L.L.) Campaign 50%

The duties of the Coordinator for Community Outreach are varied, challenging, and integral to all elements of the Asian Media Access works. This position requires someone with a combination of community health, community engagement and working with different partners to promote a comprehensive “Bicultural Healthy Living” Concept. The ideal candidate will be a highly proficient communicator with demonstrated commitment and experience in event planning, health promotion, creative community outreach to eliminate the Health Disparities for immigrants and refugee communities. The ideal candidate will have experience in all levels of program coordination, as well as working with stakeholders and parent/school staff groups.

A. Planning/Hosting “Bicultural Healthy Living” programs and events, including but not limit to:

- Planning/Hosting afterschool programs related to “Bicultural Healthy Living” concepts;
- Planning/Hosting Annual Pan Asian Arts Festival;
- Planning/Hosting Annual Generation Z Show;
- Planning/Hosting Pop-up Events to improve Safety and Complete Street Strategies;
- Planning/Hosting Pop Up Events to feature Cultural Exercises Performances to reduce stress, and enhancing the cultural resilience among the people of color;
- Planning/Hosting Neighborhood Events to improve Family Communication and Well-being.

B. Supporting the communications and development of the “Bicultural Active Living Lifestyle,” (B.A.L.L.) Campaign:

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- Prepare meeting agendas and minutes, forum reflections, and newspaper articles on propose approach – “Bicultural Healthy Living,” focusing on mental health well-beings;
- Working with Partners and Radio/Video Team to produce more stories;
- Bicultural Healthy Living Blog/Facebook/Instagram Entries
- Setting up Distribution system for research findings, postcards, educational videos and PSAs;
- Research and Writing Articles for “Bicultural Healthy Living,” focusing on mental health well-beings;
- Create and maintain 2 websites – Mental Health Equity and BALL websites;
- Work closely with the Executive Director to conduct research for special health disparities issues and to compile reports and presentations for both internal and external audiences.
- Assist in coordinating and hosting press events for all aspects of the company.

Requirement:

- ⇒ Education Requirements: Bachelor’s Degree or equivalent experience is required in Community Health, Education, Communication or related field. Strong technical qualifications and experience in the parenting field may be acceptable in lieu of a social science-based knowledge.
- ⇒ Ability to complete the above tasks with a minimum of supervision, and Team Oriented work style.
- ⇒ Complete background clearances, and Working knowledge of word processing and spreadsheet applications (Excel/Microsoft Word skills required), along with Understanding of social media platforms.
- ⇒ The ability to manage and defuse stressful conditions, manage multiple priorities and meet structured deadlines
- ⇒ Experience and Proficiency in Program Coordination and Event Planning, if not all:
 - ⇒ Entertainment Event Planning/Implementation
 - ⇒ Facilitation/Outreach with people without higher degree
 - ⇒ Superior oral and written communication
- ⇒ Working with people from diverse ethnic, linguistic economic and professional backgrounds
- ⇒ Must have reliable means of transportation to site locations.

Preference:

- ⇒ Bachelor Degree is preferred

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- ⇒ Excellent organizational skills. Must be self-starter and be able to work as part of a team
- ⇒ Bi-lingual is a plus
- ⇒ Understanding Project Planning and Event Management
- ⇒ Preference given to individuals who have succeeded in overcoming the disadvantages of circumstances like those of the population of the target services.



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