**JOB TITLE: COMMUNITY ENGAGEMENT COORDINATOR - REGIONAL HEALTH EQUITY COALITION (Jackson County)**

**Summary Job Description:** The Community Engagement Coordinator will play a vital role in advancing the mission of a Health Equity Coalition. The Coordinator will engage both youth and adult members of communities who are historically disenfranchised or experiencing disparities, and will help develop a structure for their meaningful participation in the development and implementation of a Regional Health Equity Strategic Plan. This position is designed for a creative, energetic individual, who has the ability to build rapport with communities of color and other priority populations, and who is interested in catalyzing their participation in community and health care reform.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

• Fully participate in and provide administrative support to a Health Equity Coalition by scheduling & coordinating meetings, keeping minutes, sending out notices and reminders

• Work with the Health Equity Coalition to develop and implement a strategic engagement plan to engage members of communities experiencing disparities and develop a structure for their meaningful participation.

• Organize and implement community outreach and engagement initiatives and events, including discussion groups, focus groups, and community forums.

• Coordinate and manage all aspects of a Youth Advisory Council composed of youth who are representative of communities of color and other priority populations, including the recruitment, retention, engagement, and ongoing evaluation of the group.

• Assist in the preparation of various diversity and inclusion reports and presentations for audiences ranging from Health Care Coalition’s Board of Directors, to Coordinated Care Organizations, to other community stakeholder groups.

• Candidate will have some flexibility with time, working some evenings and weekends

**Experience/Skills:**

• Spanish/English Bilingual

• High School Diploma, and some college or professional training

• Ability to build rapport with youth, communities of color, minority populations, and others experiencing health disparities

• Excellent interpersonal skills, including conflict resolution and negotiation skills.

• Experience with public speaking and leading groups.

**Employment Status:** Half-Time Employee (0.5 FTE), with pro-rated benefits

**Salary:** Annual Rate is $21,250 for half-time (Equivalent to an hourly rate of $20.43/hour**)**

**Application Process:**

Send resume and cover letter via email to:

Maggie Sullivan, Program Manager of Health Care Coalition of Southern Oregon

e-mail address: [Maggie.sullivan@hccso.org](mailto:Maggie.sullivan@hccso.org)

For more information: 541-774-8095