PROGRAM COORDINATOR, OUTREACH, EDUCATION, AND ENROLLMENT – STATE CONSUMER HEALTH ADVOCACY PROGRAM

Join an organization at the forefront of health advocacy across the nation
Community Catalyst, a national advocacy organization, has been giving consumers a voice in health care reform for more than a decade. We provide leadership and support to state and local consumer organizations, policymakers and foundations that are working to guarantee access to high-quality, affordable health care for everyone. Our contributions, which range from policy analysis and strategic assistance to managing national campaigns, enable consumer groups to provide leadership in the hard work of transforming the U.S. health care system. Since 1997, in states and communities across the country, we have been a catalyst for collaboration, innovation, and action in health care reform.

POSITION SUMMARY
The Program Coordinator will provide programmatic and administrative support to two Community Catalyst initiatives focused on Outreach, Education, and Enrollment. The initiatives aim to increase enrollment in Medicaid and the Affordable Care Act’s Marketplaces through outreach with national partners. The Program Coordinator position plays a crucial role on the team supporting the project through scheduling, note-taking, shaping outreach materials, working with national partners and conducting presentations on outreach and enrollment. Both of these initiatives have a particular emphasis on reaching populations that have been left out of outreach efforts when the federal funding for in-person outreach and assistance was reduced or in some cases, eliminated. We work closely with the initiatives’ national partners to engage in outreach to Asian and Pacific Islanders, people who identify as LGBTQ+, immigrants, people with disabilities, Black communities, Arab/Arab-American communities, Latino/a/X/e communities, and the intersectional identities therein.

This is a full time grant-funded position that will begin June 15th, 2020 and is funded through June 14th, 2021.

Supervision The Program Coordinator is supervised by the Program Manager.

RESPONSIBILITIES
• Supporting program staff, including scheduling meetings, coordinating conference call logistics, making travel arrangements, assisting with internal and external reporting, assisting with social media, and preparing and handling electronic mailings
• Assisting with building and the maintenance of relationships with external project partners
• Generating initial drafts of surveys, correspondence, presentations, and program materials
• Serving on the organization’s Outreach, Education, and Enrollment team and engaging in team duties, as needed
• Supporting the planning and execution of annual meeting for grant partners
• Copy-editing and formatting written materials and website content
• Maintaining contact databases and electronic files; Managing databases, electronic and paper files
• Other duties as required to achieve the goals of the projects

QUALIFICATIONS
Required
• Bachelors plus 1 year experience, or equivalent 3 years of relevant work experience
• Strong organizational skills, attention to detail and ability to manage many tasks simultaneously
Flexibility, creativity and ability to solve problems
Experience with health care outreach and enrollment and working directly with consumers (other public benefits program experiences applicable as well)
Commitment to health justice and racial justice
Pro-active work style with excellent follow-up and follow-through skills
Nimble with Excel and data collection
Familiarity with social media platforms like Facebook, Twitter, Instagram, and other digital tools
Ability to work with diverse groups of people
Ability to travel a few times a year

Preferred
Familiarity with outreach and enrollment or consumer engagement or organizing
Experience or familiarity with public and private health care options
Experience in graphic design creation for social media platforms
Experience planning meetings or trainings or facilitation
Bilingual/bicultural background
Experience in social change activism such as: legislative advocacy or political/policy issue campaigns; community organizing; working with coalitions and stakeholders; and/or implementing communications strategies

BENEFITS AND SALARY RANGE
Salary Range: $46,680- $54,000
Generous paid time off policy
Robust benefits package
Convenient downtown Boston, Massachusetts or St. Louis, Missouri or Washington, D.C. location

Applicants should submit a resume with a one page cover letter briefly summarizing their interest in and qualifications for the position to: jobs@communitycatalyst.org. Please put “Program Coordinator, OEE” in the subject line.

Community Catalyst is strongly committed to building a work environment that recognizes, respects, and encourages the unique contributions of a broad spectrum of qualified employees. We strive to make employment decisions that support inclusion to maintain a work atmosphere that is diverse, equitable and promotes family-friendly practices and work-life benefits so that people of diverse backgrounds and lifestyles may grow personally and professionally. We do not discriminate in hiring based on age, color, ethnicity, race, national origin, primary language, religion, socio-economic status, family status, mental and physical disabilities, veteran status, gender identity characteristics and/or expression, sex, medical condition, sexual orientation or any other classification that is protected by federal, state, or local law. Through all of our programs, Community Catalyst works to build a better future for all individuals by advancing health equity, focusing on people of color, immigrants, as well as disability, gender, sexual identity and socio-economic status. It is important for our staff to reflect the diverse communities with which we work. People of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English are encouraged to apply.