Overview
Mixteca Organization Inc. is a 501(C)3 organization founded in 2000 in Sunset Park, Brooklyn, which seeks to support sustainable livelihoods for Spanish-speaking and indigenous immigrant communities, regardless of status. Mixteca provides free and culturally-sensitive programming to respond to the host of critical health, educational, mental health and immigration needs for Spanish-speaking and indigenous families in Brooklyn and the broader NYC metropolitan area.

Job Summary
Mixteca seeks a dynamic leader to coordinate Mixteca's Community Health programming for Brooklyn's Spanish-speaking and indigenous immigrant families. Reporting to the Director of Programs, the Community Health Coordinator will coordinate, organize, and lead all aspects of health programming initiatives, including grant-based health projects and emergent COVID-19 related activities. The Community Health Coordinator is a full-time position of 40 hours/week. The schedule will require flexible availability for weekday evenings and weekends, and will be expected to participate in community-based events/activities.

Primary Duties and Responsibilities
- Coordinate and monitor Mixteca's grant-based health projects such as DOHMH, NYC Care, Test and Trace and incoming emergent health-related activities that will maximize impact and advance Mixteca's mission to promote community health, overall wellbeing and disease prevention.
- Collaborate with Mixteca leadership staff to develop metrics and monitor the community's main public health concerns.
- Collect, sort and maintain records of all programming activities, including the development of effective and accurate data collection systems and collect evidentiary support of all activities, collaborations and partnerships.
- Produce program reports, presentations and track deliverables for funders and stakeholders.
- Oversee all logistical aspects of programming, plan activity content, secure materials and coordinate with other Mixteca staff, interns, and volunteers as needed.
- Identify and establish partnerships with health providers and other complementary practitioners. Map and link clients to specialized health care providers that serve low-income and/or vulnerable groups.
- Represent Mixteca at community meetings, serve on committees, networks and task forces that address issues affecting Mixteca's community health.
- Lead the implementation, outreach and promotion of Mixteca's health initiatives and services.

Qualifications
- BA degree or equivalent; background in public health, community organizing, community development or related fields.
● Demonstrated success in serving hard-to-reach Latinx immigrant communities, particularly around health issues, or willingness to learn.
● Highly developed and dynamic interpersonal skills with excellent verbal and written communication skills in both English and Spanish required
● Excellent communication, project management, and multi-tasking skills
● Experience working with diverse socio-economic groups.
● Strong outreach and interpersonal skills.

To Apply:
Position to be filled immediately; interviews will be held on a rolling basis until fulfilled. Preference will be given to candidates applying before February 22, 2021. Send resume and cover letter to info@mixteca.org and include “Community Health Coordinator” on the subject line.

NOTE:
Only those candidates under consideration will be contacted.