

Position Description



Position Title	Public Health Project Coordinator
Program	Public Health Corps
Reports to	Program Manager and Site Supervisor

Position Summary

Public Health Project Coordinators serve to make a difference within the public health sector, addressing critical public health needs and growing the public health workforce. The member builds the capacity of the site in which they are placed to increase the **reach** and/or enhance the **quality** of services of the organization and the community served.

Essential Functions

Public Health Capacity Building: Public Health Project Coordinators work to implement a site-based service plan that aligns with broader public health goals. The services provided by Public Health Project Coordinators will support one or more of the following categories:

- **Community Education, Engagement, and Data Collection**
 - Conduct or support community assessments including completion of a Health Profile of the organization's jurisdiction
 - Advance health and racial equity initiatives and prioritize partnering with historically underserved communities by:
 - identifying gaps in service access or delivery
 - Engaging community assets and resources to improve health in a community
 - Create and implement sustainable plan for organization to address gaps beyond the program term
 - Support data collection, including survey administration and collection, as necessary for strategic decision making
 - Employ evidence-based approaches to address public health issues
 - Conduct focus groups and engage community members in public health educational outreach, conversations, and other engagement activities
- **Project Coordination and Management**
 - Provide organizational capacity assessment
 - Engage service site in public health modernization projects
 - Support cross-sector coordination and planning efforts
 - Engage in marketing and/or communication strategies
 - Support curriculum development
 - Coordinate volunteers who will support public health efforts

- **Sustained COVID Response and Recovery**

- Implement awareness and education campaigns with the goal of increasing the number of people receiving testing, vaccinations, and access to medical care.
- Navigate testing and vaccination information and resources
- Support efforts to recover from COVID-19, with a specific focus on mental health and trauma supports
- Assist with statewide preparedness for, response to, and recovery from disasters which includes supporting schools and communities in disaster relief activities related to COVID-19 closures and social distancing procedures.

Public Health Career Planning:

- Public Health Project Coordinators will participate in ongoing training, coaching and planning to prepare for a career in the field of public health. They will participate in individual career planning support to identify clear pathways via further education, certification, or permanent public health positions post-service.

Non-Essential Functions

- Attend service site-sponsored activities to represent Public Health Corps and conduct outreach to promote program awareness.

Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Must speak, read, and write English fluently.
- Positions that require driving will require a valid driver's license and the ability to pass a driver record check. Some positions require access to a personal vehicle for transportation.
- Must have experience with professional computer skills and confidence using computers. Comfort and experience using Microsoft Office Suite (Word, Excel), completing internet searches and navigating resources online, completing data entry, experience with using email regularly, including sending attachments, comfort with database and software use, and experience with using videoconferencing software and attending training online.

Preferred Qualifications

- Two or four-year degree preferred, or equivalent combination of education and professional experience.
- Experience with and/or understanding of the public health sector or office environments.
- Experience with community outreach and/or in facilitating or convening groups.
- Ability to take initiative, organize workload, and manage multiple projects with limited direction.
- Demonstrated ability to build strong, trusting relationships with diverse stakeholders, including colleagues, program participants, community members, and external partners.

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats.