Job Description

Job Title: Outreach Coordinator/Administrative Assistant
Date Prepared: August 3, 2015
Department: Minority Health Services Program
FLSA Status: Exempt
Funding Source: Division of Public & Behavioral Health Bureau of Behavioral Health, Wellness and Awareness

General Purpose:

Under the direction of the Las Vegas Urban League Minority Health Services Program Director, the Outreach Coordinator develops, coordinates, implements communicable diseases/chronic diseases education targeted to diverse communities inclusive of but not limited to:

- African Americans
- Hispanics
- Asian/Pacific Islanders
- LGBTQ and MSM (Men who have Sex with Men)
- Youth (13-25)

The successful candidate will help with the delivery of the Minority Health Services- Early Intervention Services Program (EIS), as an active member of the team. This individual will be involved in the awareness and testing campaign, as well as, development, and strategic direction of the program. A major responsibility of this role will be comprised of directing the EIS Navigators for outreach activities, community development, working with all members of the LGBTQ and other community partners. There is an expectation that the Outreach Coordinator has a strong understanding of social justice and equality issues.

Responsibilities: (Specific duties and responsibilities include, but are not limited to the following and may be subject to change)

Community Development:

- Develops strategic partnership opportunities with agencies, groups, churches, and businesses in order to promote healthy sexual lifestyle choices. Additionally, stewards relationships with existing outreach venue partners
- Actively participates in relevant networks and coalitions serving gay, bisexual and other men who have sex with men.
- Assists in identifying and responding to emerging community issues in HIV/AIDS awareness and linkage to care through the development of innovative outreach education, health promotion, out-of-care strategies and community development programs.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V
• Collaborate with representatives of other related agencies to communicate information, resolve problems and develop partnership opportunities for outreach.
• Provides program resource materials and program development experience to other agencies.
• Coordinates with representatives of diverse ethno-cultural communities, HIV/AIDS service organizations and other social service agencies providing communicable disease/chronic disease awareness and health promotion, education and access to care in a coordinated effort.
• Delivers workshops, training, education opportunities and networking events.

**Program Development:**
• Identifies emerging issues in HIV/AIDS awareness and other communicable disease/chronic disease education and sexual health risk reduction.
• Contributes to and/or leads awareness/education campaigns, best practices, linkage to care and resource development for dissemination.
• Delivers HIV/AIDS awareness and sexual health information and referral services in targeted venues based on epi/surveillance data.
• Monitors statistical information on outreach contacts to identify current issues.
• Coordinates the maintenance of and proper stocking of community safer sex/information distribution sites and promotes the SexSafe and Safe Care mobile apps.
• Liaises with community stakeholders to identify outreach spaces.

**Administration & General Duties:**
• Responds appropriately to inquiries, and also provides information and resources as required.
• Data entry, reporting, and research analysis
• Assume administrative responsibility during the absence of the Minority Health Program Manager
• Participates on teams and external committees to communicate information, resolve problems and achieve the goals of the organization.
• Coordinates with the Minority Health Program Manager to develop and implement targeted promotional campaigns, state/local initiatives and marketing strategies, providing written submissions to agency communication vehicles including Board reports and newsletters.
• In addition to compliance with all organizational policies and procedures the candidate is also expected to behave ethically, demonstrate competence in effective communication and team building, working in a collaborative environment and confidence in decision-making.

**Qualifications:**
• Post-secondary education in Education, Psychology, Sociology, Public Health or related discipline **or** 2 years equivalent work experience.
• Strong knowledge of health promotion and community development philosophies and strategies.
• Strong verbal and written communication skills.
• Familiarity with Microsoft Office Suite programs and desktop publishing software.
• Proven understanding and/or experience using web site management and social media.
• Demonstrated experience in public speaking.
• Knowledge of community resources.
• Excellent understanding of HIV/AIDS, communicable diseases and chronic diseases
• Excellent understanding of issues and concerns of the stigma around HIV
• Must have a valid drivers’ license and have access to a vehicle
• Must be flexible to work evenings and weekends
• Must be able to work in a variety of settings

Skills:
• Leadership Ability
• Strong group facilitation skills.
• Self-directed and able to take initiative.
• Proven organizational skills.
• Ability to work as a team member.
• Comfortable working with people of all backgrounds.
• Sensitive to the issues of people living with HIV/AIDS or any other communicable diseases/chronic diseases
• An ability to talk frankly and clearly about the sexual practices of men who have sex with men.

*Spanish speaking candidate preferred.

Must be able to successfully pass drug test, background check, and fingerprinting processes.

Signature: ________________________________    Title: ________________________________

Date: ________________________________

For HR Use Only

Name: ____________________________    Title: ____________________________