



JOB POSTING: “COMMUNITY OUTREACH COORDINATOR”

NATURE OF WORK: Develops and coordinates effective community outreach and distribution strategies for reaching limited English proficiency (LEP) audiences supporting Emergency and Community Health Outreach’s (ECHO) mission. Supports staff in maintenance of website, databases, research development and community outreach tools. The successful candidate will enhance relationships with LEP communities, ECHO Partners, private, non-profit and government agencies responsible for providing health, safety and emergency preparedness initiatives across Minnesota.

SPECIFIC RESPONSIBILITIES (Including but not limited to the following):

- Develop work plans to accomplish ECHO emergency preparedness objectives and monitor progress of these plans.
- Represent ECHO at meetings or promotional events supporting health, safety, community education and/or emergency preparedness.
- Assist with the development of community-based feedback opportunities to evaluate ECHO’s educational and emergency preparedness deliverables.
- Assist with database maintenance and volunteer coordination.
- Establish relationships with nonprofit and ethnic service agencies across Minnesota.
- Research potential public and private funders, foundations and/or grant applications.
- Prepare materials on outreach activities for Annual Report.
- Provide as-needed assistance with media relations, crisis communications, website maintenance, telephone content development and recordings and published materials.
- Provide assistance with organization and maintenance of ECHO’s share drive.
- Collects feedback from ECHO stakeholders and community partners related to the direct impact of ECHO’s work supporting its programs and activities.

MINIMUM QUALIFICATIONS:

- Experience in public health, public policy, communications or a related field (will consider applicants pursuing graduate work)
- Demonstrated knowledge or experience in public health, safety, emergency preparedness and limited English proficiency populations.
- Ability to work independently, think creatively, prioritize workload and be well organized.
- Interest and ability to work with a variety of constituencies, including government officials, immigrants and community based organizations
- Knowledge of and experience with translation and interpreter services within government, legal or social services, or the private sector.
- Excellent written and oral communication skills; ability to target communications for different audiences.



OTHER SPECIFICATIONS:

- Knowledge of emergency preparedness, public health, public safety and limited English proficiency communities helpful but not required.
- Experience with Hispanic, African or SE Asian immigrants and refugees helpful.
- Possesses research, writing, verbal and project management skills.
- Skilled with modern desktop publishing software specifically Microsoft and Adobe products
- Fluency in a foreign language in particular Spanish, Somali or SE Asian language helpful but not required.

CONDITIONS OF EMPLOYMENT:

This is a non-exempt, grant-funded, part-time position (10-20 hours weekly). It requires extended work hours with minimal travel (Twin Cities), including evenings and weekends; meeting deadlines; consistent communication with collaborative partners; and ability to work with English and Limited English proficiency audiences.

COMPENSATION:

Compensation will be commensurate with candidate's level of education, employment, experience and ability to meet project goals and objectives. An hourly wage and travel expenses will be offered (no additional benefits are available at this time).

TO APPLY:

Submit a cover letter and resume **by February 1st, 2010** to Lillian McDonald ECHO- Executive Director, c/o Association of Minnesota Counties, 125 Charles Ave., St. Paul, MN 55103. No telephone or email inquiries *please*.