



Community Outreach Coordinator Job Description

The **Community Outreach Coordinator** is responsible for Lovering Health Center's (LHC) community outreach to underserved populations and potential patients. The Community Outreach Coordinator builds positive awareness of LHC and our services within the community. This role also acts as a liaison to community partners and collaborating clinical and social service partners.

This position involves working face-to-face with community members and is ideal for those who have a passion for sharing information. This role requires a flexible schedule as the primary LHC representative at events in the evening or on the weekend.

Principal Responsibilities and Tasks

- Coordinate and plan LHC participation in all community outreach activities including; tabling at community events to reach target service populations, health fairs, schools, youth-serving organizations, and other relevant outreach events.
- Keep accurate, monthly records of all education and outreach activities.
- Manage volunteer participation in outreach and education activities.
- Develop and maintain relationships with collaborating clinical and social service partners.
- Participate in external coalitions/workgroups/committees concerning reproductive and sexual health when appropriate and/or needed.
- Coordinate with colleagues on digital and print strategies to educate, promote services, and enhance community outreach efforts.
- Participate in ongoing training as needed.

Qualifications

- Commitment to the mission of LHC.
- Ability to work with a diversity of people in a team environment and in the community.
- Strong verbal, written, and interpersonal communication skills.
- Strong computer skills; proficiency in email, virtual meeting platforms, word processing, database, and spreadsheet management.
- Self-motivated, detail oriented, thorough, organized.
- Experience in a medical setting, social service agency, supervisory, or educational setting preferred.
- Demonstrated understanding of social determinants of health and their impact on potential access to health care. Community Health Workers, social workers, or applicants with education or training in a related field are encouraged to apply.
- BIPOC, LGBTQIA+, and candidates from historically marginalized communities are encouraged to apply.

- ❖ Supervisor: Executive Director, or designee
- ❖ Compensation: Non-exempt, paid \$22-\$24 hourly, benefit eligible
- ❖ Hours / schedule: 32-40 hours per week, including evening and weekend hours
- ❖ Location: Combination on site and remote

Applicants may apply by sending a cover letter and resume to: LoveringED@jglhc.org