



Position Available: Program Coordinator - Community Health Promotions

Location: Cleveland and Akron Ohio

Pay Rate: (.75 to 1.0 FTE; rate based on qualifications) with prorated (depends on actual hours of work) medical and retirement benefits, generous time off package, opportunities for skills/job training and promotions.

SUMMARY

Asian Services In Action (ASIA) is a growing non-profit multi-service agency with two sites (Akron and Cleveland) and operates the International Community Health Center, a federally qualified health center serving predominantly low-income, underserved, limited English-speaking Asian American and Pacific Islander (AAPI) and other immigrant and refugee populations of all ages. Our mission is to empower AAPIs in Northeast Ohio to enhance their well-being, build their communities and to improve their self-sufficiency through culturally and linguistically relevant information and services.

This is a unique opportunity for a highly motivated person with competent skills in the area of community health promotions, including disease prevention, education, and outreach. The incumbent must possess strong organizational, program development and implementation skills, competency and proficiency in engaging Asian and other ethnic communities, ability to manage multiple grants or projects, keep accurate records, meet deadlines for grant reporting, and is motivated to grow the community health promotions program at ASIA.

The primary role of this position is to provide day-to-day coordination of grant funded CHP programs that will serve to improve the health of the community. These programs can include internal clinic projects with patients or test results or external outreach projects in the communities.

Topics can include, immunization clinics and outreach, chronic disease prevention and education, Breast and cervical cancer prevention, HIV/AIDS testing and outreach, immunization outreach etc.

We are looking for a person who is independent and flexible. He or she is a team player, communicates effectively, and is results driven. The position works actively with ethnic communities; coordinates the work of bilingual community health outreach workers; and works to build partnership with diverse Asian and other communities. The position has the possibility of taking on greater responsibilities and roles with the agency, provided that the candidate demonstrates potential, motivation and commitment. The position reports directly to the Director of Operations and works strategically with ASIA's International Community Health Center, a federally qualified health center.

DUTIES

- Plan and organize activities related to CHP and other relevant ASIA-ICHC grant-funded programs.
- Conduct health education outreach into the community and give community presentations.
- Support and assist contracted consultants (e.g. community health workers) to implement specific program activities.

- Implement surveys and other data collection tools for the purpose tracking project information to be reported back to the funder.
- Work closely with evaluation consultant to ensure program coordination.
- Gradually take a lead in CHP new program development under guidance of Asst. Director of Operations.
- Provide accurate reports to the CHP Manager on the progress of projects; complete project paperwork and data entry in a timely manner.
- Maintain regular and open communication with agency staff and external community partners.
- Support the supervisor in development of a sustainability plan which includes program development, and identification and securing of other resources.
- Perform other related duties as assigned

QUALIFICATIONS

- Require bachelors in Community Health Promotions, Public Health, Health Education, Biological Science or other related field with 1-2 years of experience; Masters degree is desirable but not required (candidates with CHES, OCPS or other credentials receive preference).
- Demonstrated track record in program accountability (i.e. managing budget, fulfilling grant required reports and other deliverables, etc.)
- Effective communicator (both written and spoken)
- Ability to reach and engage Asian ethnic communities and other program related stakeholders
- Strong organizational skills with the ability to handle multiple tasks and to prioritize work
- Ability and some experience in program evaluation, development and sustainability.
- Computer skills including proficiency with word processing programs, i.e. Microsoft Word, Access, Excel, etc.
- Flexible, and able to plan and prioritize workflow and meet tight deadlines
- Excellent attention to detail and follow-through
- Require some evening and weekend hours
- Demonstrated competence in working on behalf of Asian Pacific Americans
- Proficient in a major Asian language desired
- Must pass criminal background check and have a valid Ohio State driver's license

CONTACT

Please send cover letter and resume to: HRManager@asiaohio.org. No calls please.