

## Position Description



<b>Position Title</b>	Public Health Project Coordinator
<b>Program</b>	Public Health Corps
<b>Reports to</b>	Program Coach and Site Supervisor

## Position Summary

Public Health Project Coordinators serve at governmental public health agencies (state, local, tribal) and community health boards to address critical public health needs and grow the public health workforce. They build the capacity of the site in which they are placed to increase the **reach** and/or enhance the **quality** of the services of the organization and the impact on communities served. This is an AmeriCorps service member position with the AmeriCorps program, Public Health Corps.

## Essential Functions

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

- **Community Engagement and Communications**
  - Conduct or support community health assessments.
  - Advance health and equity initiatives and prioritize partnering with historically excluded or marginalized communities by:
    - Identifying gaps in service access or delivery
    - Engaging community assets and resources to improve health in a community
    - Create and implement sustainable health equity plans
  - Conduct focus groups and engage community members in public health communications, educational outreach, conversations, and other engagement activities.
  - Build relationships and trust with community partners and stakeholders.
  - Create or update external communication plans.
  - Support marketing efforts, including branding and/or social media efforts.
- **Research, Data Collection, and Analysis**
  - Perform basic research and analysis.
  - Support the design or implementation of data collection tools or processes.
  - Conduct interviews, focus groups, and/or administer surveys to collect data.
  - Analyze, interpret, and summarize data to guide ongoing or future public health projects.
  - Employ evidence-based and systems approaches to address public health issues and support healthy communities.
  - Maintain confidentiality of any personally identifiable information at all times.
- **Project Coordination and Internal Process Improvement**
  - Provide organizational capacity assessments.
  - Monitor or document organizational changes related to quality improvement and support.
  - Engage in public health modernization projects that support:
    - Cross-sector coordination and planning efforts
    - Curriculum development
    - Marketing and communication strategies or processes
- **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.

**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, continued service, or public health employment opportunities post-service.

### Communication

- Practices inclusive and thoughtful behavior in building rapport with program participants, site stakeholders and program staff; maintains professional boundaries.
- Communicate regularly and effectively with program staff, and site personnel.
- Report data in online systems in a timely and accurate manner.

### Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full-service term, serving the total commitment of hours within the term.
- Participate in all required Ampact sponsored training sessions, meetings, and coaching sessions, travel as necessary.
- Represent Ampact at site-sponsored activities and provide education about Public Health Corps. Recruit community volunteers to participate in site-based events.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

## 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.
- 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, 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.

## Position Description Continued

- 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.

### Physical Requirements

- Some positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, and carrying.

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