

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Community Engagement Coordinator</b>
<b>AGENCY:</b>	Southwest Washington Accountable Community of Health
<b>DATE:</b>	April 11, 2017
<b>CLOSING DATE:</b>	Open Until Position Filled
<b>REPORTS TO:</b>	TBD
<b>STATUS:</b>	Non-Exempt, Full Time 1.0 FTE (40 hours per week)
<b>PAYRATE:</b>	\$18- \$22 per hour plus benefits

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### POSITION SUMMARY

Southwest Washington Accountable Community of Health (SWACH) is partnering with the Healthy Living Collaborative of Southwest Washington (HLC) to recruit a full time Community Engagement Coordinator. This position will be in charge of community engagement with stakeholders that represent and serve vulnerable and underserved populations.

This position will: support the growth and development of the Community Health Advocates and Peer Support Network (CHAPS), which is a Peer Network focused on networking, professional development, advocating, and sharing resources among peer workers in Clark County; facilitate the Behavioral Health Advisory Board (BHAB) which advises SWACH on matters relating the mental health and substance use disorder services in Clark and Skamania counties; and connect directly with people who are on Medicaid to get their feedback on ways to improve projects and systems.

### ESSENTIAL FUNCTIONS

- Build and maintain strong trust and connection with underserved communities and service providers.
- Support community representatives in both informing and advocating for themselves at the organization and systems level.
- Facilitate diverse groups (including CHAPS and BHAB) of multiple sizes to build relationships, improve shared learnings, and strategically carry out mutual goals.
- Advocate for community involvement and decision-making in systems and organizations.
- Support individuals and organizations to regularly learn from each other and share information.
- Actively use an equity and strength-based lens in program development, capacity building, and local activities that surface community wisdom and community-based health solutions.
- Identify strengths and skill building opportunities for community members in local organizing efforts.
- Track and report program outcomes and budget as required for internal tracking and in various grant and funding sources.
- Engage with various audiences, including stakeholders, community organizations, and

individuals, to support opportunities for convening, leadership development, and advocacy.

**EXPERIENCE/SKILLS REQUIRED:**

- Demonstrated community outreach, community organizing at grassroots level, and mobilization skills in low-income, diverse community settings.
- Demonstrated project management skills including: program planning, development, and implementation.
- Experience addressing health equity and social determinants of health in diverse and underserved communities
- Outstanding interpersonal and collaboration skills; ability to motivate and influence others; ability to be an active listener; ability to recognize and promote the strengths and capacity of community members.
- Demonstrated organizational skills with the ability to work under pressure, meet short deadlines, and work in noisy, crowded environments; and work well independently and in team environments.
- Ability to work successfully independently and as a part of a team.
- Demonstrated team building experiences and ability to work cooperatively with others.
- Excellent communication skills and ability to effectively communicate verbally and in writing with a wide variety of audiences.
- Experience using Facebook, Google Products, and Microsoft Office Suite.
- Critical thinking and problem solving skills; ability to identify and create solutions for teams facing challenges, experiencing difficult dynamics, etc.
- Strong facilitation skills; ability to mediate conflict, delve deep and drive to objectives.
- Strong interpersonal skills and an ability to multitask, meet deadlines, and work independently.
- Ability to build and sustain authentic relationships with various stake holder groups, multi-cultural groups, community organizations and individuals.
- Flexibility, warmth, humor, maturity, and diplomacy.

**PREFERRED QUALIFICATIONS:**

- Experience using MailChimp, SurveyMonkey, and GoToMeeting or other webinar software.
- Bilingual (Spanish preferred)
- Familiarity with Adobe Acrobat and/or MS Publisher.
- Ability to identify and follow up with potential funding and sponsorship opportunities.