



Job Announcement

Position: Outreach Coordinator

Programs: COVID Equity Project

Date Opened: December 20, 2021

Hourly Compensation: \$15-\$17hr

Employment Type: Part-time, 20-30 hours per week

Location: Stockton/San Joaquin County

The Amelia Ann Adams Whole Life Center's mission is to empower the lives of women, men, and children by providing supportive services, resources, and other tools that create opportunities for individuals and families to overcome their current obstacles. Our vision is building community through relationships based on LOVE, FAITH, and COMPASSION.

Project Description

AAAWLC's COVID Equity Project is funded by Public Health Institute, Kaiser Permanente, and San Joaquin County. AAWLC COVID Equity Project partners with community partners to provide education to Stockton's African American community and communities of color to reduce the spread of COVID-19. AAWLC and partners work with trusted messengers like community residents, faith-based organizations, and other cultural settings to share accurate information about vaccinations, proper PPE, testing locations, and assist with increasing access to vaccinations. Additionally, program staff will provide direct support to Stockton residents that have been impacted by COVID-19 by providing case management, healing support groups, and resources.

Responsibilities

The Amelia Ann Adams Whole Life Center (AAAWLC) announces an Outreach Coordinator (OC) position that will assist program staff in implementing AAWLC COVID Equity Project deliverables. The OC assist with scheduling vaccination events, conducting outreach, and connecting residents to resources. The OC is responsible for working with our resident and youth liaisons, assisting with our food distribution, community building, and reports to the Program Manager. The OC is expected to have their own transportation and vehicle insurance, must be physically able to lift up to 50 pounds, proficiently use a computer, email and internet-based applications.

- ❖ Conduct and organize outreach
- ❖ Provide case management
- ❖ Attend collaborative meetings
- ❖ Assist with program evaluation
- ❖ Assist in developing cultural messaging
- ❖ Assist with building relationships with key institutions (community organizations, faith-based organizations, corner stores, etc.)
- ❖ Assist in project tracking and reporting
- ❖ Assist with food distribution
- ❖ Build strong relationships with residents and advocate for needed resources/services
- ❖ Assist in planning community events/vaccine events

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- ❖ Perform other duties as assigned

Desired Qualifications

We're seeking candidates who excel in relationship-building, are results-oriented, and have strong love for community. You should have:

- ❖ A track record of developing and maintaining strong working relationships with a diverse group of stakeholders
- ❖ A demonstrated commitment to meeting a high bar and a history of getting things done even in the face of obstacles
- ❖ Experience managing multiple projects and ability to oversee a cadre of staff, consultants, and volunteers
- ❖ Ability to work as a team
- ❖ Critical thinking and problem-solving ability
- ❖ Grant writing and sustainability
- ❖ Manages a high volume of work with efficiency
- ❖ Have a passion for serving people

How to Apply:

Please send a cover letter and resume to Folorunso Ashaolu, Program Manager, at FA@AAAWLC.ORG .

The Amelia Ann Adams Whole Life Center provides equal employment opportunities to all applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, or genetics.

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