

Job Description
Health Education Council
Social Connection –Full-Time (32-40hrs/week)
Salary Range: \$21.00-23.00 an hour
Work Schedule: In-office full-time



The Mission of the Health Education (HEC) Council is to cultivate health and well-being in under-served communities by leveraging the power of collaboration. The Health Education Council is a non-profit agency focused primarily on eliminating preventable causes of death resulting from the use of tobacco, poor nutrition, and lack of physical activity and operates dozens of public health programs to meet the needs of diverse communities by increasing access to health-related knowledge and information (www.healtheducouncil.org). HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We represent diverse staff, community partners and funders to better serve communities that otherwise do not have a voice for care, or access to healthy environments.

The Program Assistant will support the coordination and implementation of activities for the Mente Sana, Vida Sana (MSVS) and Ventanilla de Salud (VDS) programs, along with other outreach activities at HEC. These initiatives aim to reduce mental and physical health disparities among underserved communities by promoting culturally sensitive health education and connecting individuals to essential resources. The Assistant will work closely with program coordinators, community partners, and clients to provide administrative, operational, and outreach support.

Responsibilities:

- Assist with organizing and implementing outreach events, workshops, and health screenings.
- Help manage logistics for monthly health fairs and other HEC events at the Mexican Consulate and in the community.
- Assist with coordinating schedules for program partners, clients, and volunteers that support HEC at the Consulate.
- Distribute health education materials and provide information on program services to clients at the Mexican Consulate and community events.
- Support client referrals to local health clinics, mental health providers, and other community resources.
- Maintain a referral tracking system and assist with follow-ups to ensure clients receive needed services.
- Assist with survey data collection, data entry, database management, and reporting on program outcomes.
- Prepare summaries of client feedback and event evaluations.
- Provide general office support, such as answering phones, and ensuring files are stored safely.
- Support recruitment, training, and coordination of volunteers, interns, and promotoras.
- Assist with distributing updates and resources to volunteers and community partners.
- Stay informed on current public health trends and certifications relevant to program activities.
- Participate in staff meetings and training sessions as needed.

Requirements:

- Bachelor's Degree in health education, education, mental health OR other relevant field of study or 2-3 years' experience in health promotion OR related educational programs in school, work, health, or community sites preferred.
- Possess a combination of experience in community outreach and engagement.
- Demonstrated ability to manage multiple tasks and projects.
- Demonstrated skill in developing and maintaining interpersonal relationships with all levels of staff, volunteers and the community.
- Demonstrated skill in oral and written communications.
- Self-motivated, hard-working, and dependable.
- Comfortable working with diverse audiences.
- Ability to work in-person at the Mexican Consulate and the HEC office four days per week.
- Proficient in MS Office Suite (Outlook, Access, Publisher, Power Point, Word, Excel).
- Ability and willingness to work occasionally in the evenings and on weekends.
- Bilingual in Spanish and English is preferred but not required.

Compensation

This is a full-time, non-exempt position. Salary will be determined commensurate with experience and education. After 90 days of continuous full-time employment, benefits including medical (after 60 days), dental, insurance, vacation, sick leave, major holidays and retirement plan are available. HEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Deadline for Receipt of Applications: Until filled

Receipt of Cover Letter and Resume: E-mail resume, cover letter (please write “RE: Social Connection Program Assistant” on cover letter) and one original writing sample to:

Health Education Council

ATTN: Philip Bensing

E-mail: apply@healthedcouncil.org