

Job Description
Health Education Council
Community Health Leader
COVID-19 Fully Vaccinated Required

The mission of the Health Education 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, unsafe neighborhoods, 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.healthedcouncil.org). 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.

Responsibilities:

The Community Health Leader will work in collaboration with the Program Teams to assist in coordination, outreach, and implementation of activities with an emphasis around community engagement, workshop training, and community awareness. Job responsibilities include but are not limited to:

- Willingness to promote COVID vaccination to the general and Ukrainian/Russian populations.
- Support community-events as they relate to program deliverables.
- Attending weekly workshop-related meetings and trainings to support program deliverables.
- Being available for special events that are led by other HEC programs or HEC partner organizations.
- Report community needs as they relate to the development of the strategic direction and funding opportunities of HEC.
- Refer community members to community resources as needed.
- Provide health education at community events.
- Outreach and refer participants to workshops, family engagement events, and other related opportunities
- Attend program-based and professional development trainings as well as HEC meetings, as needed
- Assist in data collection and workshop curriculum development to support program deliverables.
- Provide weekly, monthly, and periodic reports to support program deliverables.
- Other duties, as assigned.

Minimum Qualifications:

- Fluent in Ukrainian and Russian highly desired
- A passion for community, physical activity, and trauma-informed education
- Demonstrated skill in developing and maintaining interpersonal relationships and an ability to work with diverse communities
- Demonstrated written and public speaking communication skills, as well as critical thinking skills
- Basic computer knowledge (Microsoft Publisher, Power Point, Word, Excel)
- Ability to travel to and from all job related meetings, events, and activities
- Parent or guardian must attend a mandatory information session
- Availability to work afterschool and/or evenings and weekends.

Compensation

This is a temporary, non-exempt position. Salary will be commensurate with experience and education. The Health Education Council is an equal opportunity employer.

To apply, e-mail your resume, cover letter (please write “RE: CHL” on cover letter) to:

Health Education Council

ATTN: Philip Bensing

E-mail: apply@healthedcouncil.org