



Public Health Coordinator Job Description

IAC Mission: The Indo American Center (IAC) addresses the needs of South Asian immigrants as well as people from more than thirty countries around the world. IAC provides services that facilitate their adjustment, integration, and friendship with the wider society, nurture their sense of community, and foster an appreciation for the diversity of culture and heritage.

Job Summary: IAC Public Health Coordinator develops and leads implementation of comprehensive community-health equity initiatives to improve health disparities in the South Asian community. The Public Health Coordinator will engage internal and external stakeholders on comprehensive social determinants of health-related initiatives. The Coordinator manages program implementation, budget tracking, and evaluation. The Coordinator supervises Community Health Workers (CHW) and coordinates their education and outreach efforts.

Status: Full Time, Exempt

Reports to: Public Health Manager

Salary Range: \$40,000 to \$50,000 annually/ commensurate with experience

JOB DESCRIPTION/RESPONSIBILITIES:

- Strong knowledge of and ability to support the measurement, assessment, and articulation of the impact of community health strategies.
- Support CHWs in the coordination, planning, and facilitation of health sessions and curricula for the South Asian community.
- Oversee and complete all program evaluations, data collection, data entry and timely reporting.
- Manage expense tracking including purchases, reimbursement requests, and any other financial documents as needed.
- Ensure grant compliance, including maintaining communication and meeting funder requests.
- Supervise and coordinate schedules for CHWs, volunteers, and interns.
- Support in the development of health-related grant proposals and reports.
- Attend and participate in required educational programs and staff meetings.
- Serve as community liaison and maintain relationships with key individuals in the community.
- Collaborate with community health and social service providers and partner agencies to identify barriers and service gaps with the goal of moving towards a community wide collective impact model.
- Maintain current knowledge of general health and wellness information, insurance coverage, and available services and resources.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Preferred Bachelor's degree in Public Health, Public or Business Administration, Social Work, Community Health, or other related field from an accredited college or university.
- Bi-Lingual in English and other South Asian languages preferred, such as Hindi, Urdu, Gujarati, or Bangla.
- 2 years of experience in community outreach and engagement, public health, advocacy, public policy, social services, community organizing, or related field.
- Proficient in using Microsoft Office programs, databases, data entry and management.
- Position requires moderate travel for which the employee must have a valid driver's license in good standing and access to an insured vehicle will be necessary.
- Must be able to work flexible hours outside of a usual day shift schedule that may include evenings and weekends.
- Basic knowledge of health education, motivational strategies and an empathetic manner working with the underserved.
- Basic knowledge of healthcare systems.
- Ability to communicate effectively both orally and written.
- Ability to work with vulnerable populations in a non-judgmental manner.
- Familiarity with the West Ridge Community and/or South Asian immigrant community.
- Demonstrated ability to build relationships and work in a collaborative fashion.
- Must be detail-oriented and able to work independently.

This position is hybrid virtual and in person with flexible hours. Ideal candidate is based in the Greater Chicago area.

IAC is an equal opportunity employer. IAC offers competitive benefits including health, dental, and life insurance, 401K, flexible schedule, and generous PTO. Please forward resume, cover letter, and list of three professional references. Interested applicants should submit to: Human Resources at jobs@indoamerican.org

Deadline for Submission: August 15th, 2022