



## Community Health Improvement Coordinator Job Description

Position: Full Time; Exempt  
Address: 3167 Fulton Road, Suite 305B  
Cleveland, Ohio 44109  
Reports to: Co-Executive Director of Operations and Development

***This is a temporary position.***

September 2022 – July 2023

### **About The Young Latino Network:**

The Young Latino Network (YLN) was founded in 2002 by a group of forward-thinking volunteers to empower the Latino/a/e/x community through leadership development and civic engagement. Our work has focused on building a pipeline of next-generation Latino/a/e/x leaders in Greater Cleveland, bridging cultural and socioeconomic divides within the community, building political power through civic education and voter mobilization efforts, and creating a brave space for our community to show up as they are.

### **Position Summary:**

This is a temporary full-time position (September 2022 until July 2023) that assists with administering and producing several community-based public events. The Community Health Improvement Coordinator helps ensure the success of Community Health Clinics, coordinates collaborative Public Health listening sessions, and supports YLN's community building initiatives.

### **Position Duties & Responsibilities:**

#### Data Management (20%):

- Data entry/record keeping, respond to emails, and field phone calls.
- Input data collected at community events into spreadsheets and CRM system
- Manage and update the company database and customer relationship management systems (CRM)
- Analyze data provided by partner organizations around Vaccine Uptake to support community events.

#### Communications & Outreach (30%):

- Assist in marketing and advertising promotional activities (e.g. social media, direct mail, and web)
- Create promotional marketing materials using Canva
- Schedule marketing materials to go out via social media
- Record and send out robocalls for community events
- Organize and support neighborhood canvassing efforts
- Attract and maintain partnerships with local organizations, social/cultural groups, and neighborhood groups.

#### Events Coordination (35%):



- Maintain an understanding of the event budget and work with Managers to ensure cost-efficiency.
- Ensure that each event space is clean prior to, during, and after each event. This includes floors, counter/tabletops, fixtures, restrooms, and the removal of debris, recycling material, and trash.
- Set up and breakdown tables, chairs, event equipment, and structures in a timely and orderly manner, carefully handling equipment and adhering to safety standards and practices, as directed by the weekly event schedule.
- Set up and break down audio/visual equipment for events, programs, and facility rentals; have the ability to do minor troubleshooting with equipment.
- Maintain an accurate inventory.
- Assist staff and guest deliveries of additional equipment and/or supplies to designated areas.
- Ensure that the needs of staff, volunteers, clients, guests and vendors are met throughout the duration of those events.
- Keep storage areas organized and clean, with only required equipment and furniture staged.
- Gather and compile notes and create a comprehensive post-event assessment.
- Perform related general tasks as requested by the Program Coordinator and Co-ED's.

#### Grant Related Administrative Support (15%):

- Provide monthly reporting for key activities
- Generate invoices and manage project budget
- Coordinate, facilitate, and track meetings associated with the Ohio Health Improvement Zone initiatives.

#### Job Requirements:

1. Must be able to operate a motor vehicle and have a valid driver's license
2. Able to lift 75 pounds
3. Able to stoop, bend, squat and stand for long periods of time
4. Able to climb ladders, and work safely with heights, including work on rooftops.
5. Must be able to work outdoors in extreme temperatures and inclement weather
6. Must have good communication skills and time management
7. Able to work evenings, weekends and a variety of shifts; including shifts which may extend beyond 8 hour lengths when high volume necessitates.

Reasonable accommodation may be made, where necessary, to allow a qualified individual to perform essential job functions.

#### Experience:

- Fluent in Google Suite
- Microsoft 365 skills: Outlook, SharePoint, Teams
- Microsoft Office skills: Excel, Word, PowerPoint
- Working knowledge of QuickBooks
- Strong Communication Skills: compose documents, letters, meeting minutes, presentations, and reports
- Fluent in Spanish (speak, write)
- Independent problem solver and self-starter



- Ability to work with confidential and sensitive materials and information
- Understand the importance of confidentiality and trust when supporting the Executive Director
- Passion for the Mission of Young Latino Network
- Familiarity working with the LatinX community of Greater Cleveland
- Ability to manage work in a fast-paced environment
- Reliable transportation that can be used for work purposes

### **Required Qualifications:**

- Minimum of 3 years' experience in a related support position
- Bilingual in Spanish required
- A mature, self-starter; able to:
  - work independently and proactively;
  - set and achieve goals;
  - be held accountable for goals;
  - function in a calm, reserved, and effective manner under stress.
- Resourceful and able to think critically; especially in regard to handling conflicting priorities proactively and expeditiously.
- Flexible; able to change tasks and priorities as necessary.
- Honest, trustworthy and ethical; unimpeachable integrity and ability to handle confidential information with discretion.
- Expert communication skills, both writing and verbal.
- Effective listening skills.
- Accessible; responsive to the needs of internal staff and external partners and vendors.
- Team-player; able to collaborate to achieve results.
- Available to travel locally and ability to maintain a valid driver's license.

### **WORK ENVIRONMENT**

- This position requires a person to have a flexible schedule and be able to work on evenings and weekends
- Position requires to be physically present at various community events

### **EQUAL OPPORTUNITY**

The Young Latino Network is an Equal Opportunity and highly values inclusion, diversity, and equity.

*Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff is valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.*

### **COMPENSATION**

- Base Salary for 10 months between \$38,000-\$41,000
- Org-Wide Holidays and Digital Detox Windows: Total of 20 days (10 Holidays and 2 Detox Windows of 5 days each) to support everyone with fully disconnecting



- Flexible Work Schedules: Includes options for structuring work week/days, space for learning/collaboration

Submissions will be accepted until the position is filled.

Please submit a resume and cover letter via email to Selina Pagan, Co-Executive Director of Operations and Development, at [selina@ylncl.org](mailto:selina@ylncl.org).

No phone calls, please.