Position Announcement and Job Description:

Health Outreach Coordinator

Who We Are
The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

Who We Seek
Hispanic Federation is offering an exciting opportunity to join our Programs team as Health Outreach Coordinator focusing on our World Trade Center Health Program and other health initiatives. This position reports to Senior Director of Health Initiatives in the New York City office.

The World Trade Center (WTC) Health Program was established by the James Zadroga 9/11 Health and Compensation Act of 2010. This program provides medical and mental health care to Responders and Survivors affected by the WTC disaster at no out-of-pocket cost. The Program at Hispanic Federation serves English and Spanish speaking Survivors who “lived, worked or went to school or daycare in the area.” While the full-time Health Outreach Coordinator will assist in all aspects of outreach and retention for the WTCHP, additional outreach activities will also support other health initiatives at Hispanic Federation.

Position Location: New York City
Reports to: Senior Director of Health Initiatives

Job Duties and Responsibilities

- Develop, implement and evaluate recruitment and retention activities for survivors of the September 11th attacks.
- Create outreach strategies designed to recruit difficult-to-engage English and Spanish speaking survivors.
- Develop informational activities, such as facilitating workshops, educating potential and existing program participants about the medical, mental health, and social service benefits of the program.
- Conduct activities for communicating with potential participants about the benefits of enrollment in the program.
- Establish relationships with trade and law enforcement unions and community-based organizations.
- Attend and campaign at different venues, such as health fairs, civic organizations, churches, and community centers to raise awareness about the program, and its available services.
- Assist in the development of written outreach and retention materials including flyers and brochures, newsletters, print media materials, and educational fact sheets.
- Plan and implement outreach activities that provide health and program information.
• Do monthly reporting and data collection.
• Develop social media and traditional media content.

Skills and Qualifications
• Bachelor’s degree or equivalent experience preferred
• Over 3 years of experience with community-based outreach campaigns and community mobilization
• Familiarity with public health programs
• Strong organizational skills and multitasking abilities
• Bilingual (English and Spanish)

To Apply
Please submit a résumé, cover letter detailing your interest and qualifications, and two relevant writing samples via e-mail to careers@hispanicfederation.org. No telephone calls.

The salary range for this position is $40k - $45K and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan.