



Overview

Mixteca Organization Inc. is a 501(C)3 organization founded in 2000 in Sunset Park, Brooklyn, which seeks to support sustainable livelihoods for Spanish-speaking immigrants, regardless of status. Mixteca provides free and culturally-sensitive programming to respond to the host of critical health, educational and immigration needs for Spanish-speaking families in Brooklyn and the broader NYC metropolitan area.

Job Summary

Mixteca seeks a driven and energetic leader to help coordinate Mixteca's Community Health programming during 2019 for Brooklyn's Spanish-speaking immigrant families. The Community Health Coordinator oversees the coordination and administration of all aspects of the health programming initiatives including planning, organizing, coordinating and leading activities. The Community Health Coordinator's schedule will include evenings and occasional Saturday shifts and he/she will be expected to participate in community-based events/activities.

Primary Duties and Responsibilities

- In consultation with the Director of Programs and Medical Advisor, the Community Health Coordinator should develop activities and strategies that will maximize impact and advance Mixteca's mission to promote community health, overall wellbeing and disease prevention.
- Collaborate with Mixteca leadership staff to develop metrics and monitor the community's main public health concerns.
- Collect, sort and maintain records of all programming activities, including the development of effective and accurate data collection systems and collect evidentiary support of all activities, collaborations and partnerships.
- Produce program reports, presentations and track deliverables for funders and stakeholders.
- Recruit, train and oversee health volunteers and interns.
- Oversee all logistical aspects of programming, plan activity content, secure materials and coordinate with other Mixteca staff and volunteers, as needed.
- Identify and establish partnerships with health providers and other complementary practitioners. Map and link clients to specialized health care providers that serve low-income and/or vulnerable groups.
- Represent Mixteca at community meetings, serve on committees, networks and task forces that address issues affecting Mixteca's community health.
- Lead the implementation, outreach and promotion of Mixteca's health initiatives and services.
- Reports to the Director of Programs.

Qualifications

- BA degree or equivalent; background in public health, community organizing, community development or related fields.



- Demonstrated success in serving hard-to-reach communities, particularly around health issues.
- Excellent verbal and written communication skills in both English and Spanish
- Experience working with diverse socio-economic groups.
- Strong outreach and interpersonal skills.

How to Apply

To apply, please email your resume and cover letter to agarza@mixteca.org. Include “Community Health Coordinator-FULL NAME” on the subject line.

Hourly Rate: \$20 per hour, 20 hours per week.

Time Period: January through June 2019. Position may be extended, subject to funding availability.

NOTE:

Only those candidates under consideration will be contacted.