



## 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 and indigenous immigrant communities, regardless of status. Mixteca provides free and culturally-sensitive programming to respond to the host of critical health, educational, mental health and immigration needs for Spanish-speaking and indigenous families in Brooklyn and the broader NYC metropolitan area.

## Job Summary

Mixteca seeks a dynamic and self-sufficient leader to coordinate Mixteca's Community Health programming for Brooklyn's Spanish-speaking and indigenous immigrant families. Reporting to the Director of Programs, the Community Health Coordinator will coordinate, organize, and lead all aspects of health programming initiatives, including emergent COVID-19 related activities. The Community Health Coordinator will work approximately 20-25 hours/week. The schedule will require flexible availability for weekday evenings and weekends, and will be expected to participate in community-based events/activities.

## Primary Duties and Responsibilities

- 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.
- 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.
- Recruit, train and oversee health volunteers and interns.

## 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.

**To Apply:**

Please send resume and cover letter to **info@mixteca.org**. Include “Community Health Coordinator” on the subject line. **Position to be filled immediately;** interviews will be held on a rolling basis until fulfilled.

**NOTE:**

Only those candidates under consideration will be contacted.