

## EMPLOYMENT OPPORTUNITY



### **OUTREACH COORDINATOR FLINT LEAD EXPOSURE REGISTRY (FLExR) Greater Flint Health Coalition – Flint, MI**

Greater Flint Health Coalition is seeking an Outreach Coordinator to join our team.

#### **Overview:**

Community partners and collaborators have worked closely over the past year to strengthen and coordinate the network of available community, state, federal, and academic partners, and resources to support the creation of a registry. The Flint Lead Exposure Registry (FLExR) is a support-focused, non-research registry that will support Flint residents exposed to lead contamination from the Flint Water system by connecting them to community programs that improve health outcomes.

This cutting-edge registry will link participants to various health factors to current community health, educational, environmental, and other resources to help mitigate the public health effects of lead exposure. The outreach component of FLExR will involve engaging residents, community partners, health service providers, and government officials to increase awareness of the registry to support pre-enrollment and enrollment phase goals.

The full-time Outreach Coordinator will support the Director of Community Engagement in coordinating the details related to the development, implementation, and effectiveness of the community-wide outreach strategy for FLExR. One key aspect of this effort is to inform the focus population of the availability of this resource and implement strategies to maximize the potential impact of the registry on the affected population.

#### **Primary Responsibilities:**

- Assist with the coordination, scheduling, and planning of community-wide events.
- Assist with the planning and coordination of focus groups.
- Assist with the development of new and innovative outreach methods to engage and inform the community regarding the registry.
- Assist with the planning and support of relevant Committees and Workgroups, including minutes, meeting preparation, and roster communication.
- Assist in the creation of surveys, evaluations, monitoring tools, and other outreach tools.
- Compile data gathered from outreach events, including focus groups and analyze results.
- Engage community residents in a positive, culturally competent manner.

#### **Qualifications & Experience Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelors level degree in health or health related field.
- Public health experience
- Passion and understanding of the Flint Water Crisis and the public health impact on the population
- Experience engaging communities in crisis
- Awareness of cloud-based tools for survey methods and evaluation use
- Excellent written and oral communication skills
- Excellent organizational skills
- Experience with Microsoft Office suite
- Motivated.

**Reports to:** Director of Community Engagement

**Job Status:**

Full Time, Salary; Monday through Friday, 8:30 a.m. to 5:00 p.m. Occasional meetings and events earlier, later, or on weekends depending on responsibilities of the position.

**Compensation:**

Greater Flint Health Coalition's collaborative work environment emphasizes teamwork, personal commitment, integrity, and success. In addition to the meaningful and groundbreaking work to improve health on a community-wide level, GFHC offers a competitive salary commensurate with experience. Benefits include paid time off, holidays, medical, vision, and dental benefits plus life & disability insurance paid 100% by employer for employee, 403b, and more.

**About Greater Flint Health Coalition:**

Greater Flint Health Coalition serves as the neutral convener and backbone organization for public health and healthcare collaboration between Flint & Genesee County hospitals, physicians, insurers, businesses, government, public health, schools and colleges, nonprofits, and citizens. We work to improve the health status of area residents, and improve the quality and cost effectiveness of the healthcare system in our community. For more information on the GFHC and our work, please visit our website <http://www.gfhc.org>.

**To apply, please submit the following Application Materials:**

Qualified applicants please submit (a) cover letter (addressing how candidate meets qualifications), (b) resume, (c) salary history, and (d) employment references via email to [jobs@flint.org](mailto:jobs@flint.org), c/o Greater Flint Health Coalition, Attn: Human Resources, 519 S. Saginaw Street, Suite 306, Flint, Michigan 48502. In the subject line of your email, please write "Outreach Coordinator".

This position is open until filled.

Full posting also listed at <http://www.gfhc.org>.

**NO PHONE CALLS PLEASE.**

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