

**HEALTH LITERACY COMMUNITY OUTREACH/TRAINING COORDINATOR  
CITY OF VICKSBURG  
JOB DESCRIPTION**

**Job Title: Community Outreach/Training Coordinator**

**Department: Health Literacy Project**

**Reports to: Project Director**

**FLSA Status: Exempt**

**Approved by:**

**Approval date:**

**Job Summary**

The City of Vicksburg (COV) is the recipient of a two (2) year grant awarded by the Department of Health and Human Services (DHHS) entitled “COVID-19 Health literacy, Accessibility, Management, Prevention, Intervention, Outcomes, and New Skills (CHAMPION) for Equitable Communities”. The Health Literacy Community Outreach/Training Coordinator will facilitate and coordinate community outreach activities, partner events, and evaluation; recruit and train community health workers and program volunteers. The Community Outreach/Training Coordinator is responsible for the management of all phases of community outreach efforts including, planning, writing, testing, and implementing health literacy interventions.

**Essential Duties and Responsibilities**

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

**Essential Duties**

- Responsible for the oversight of outreach and health activities outlined in the Project proposal. Implement high quality, customized health literacy training for residents of the City of Vicksburg and surrounding Warren County communities regarding COVID-19 causes, treatments and vaccine administration.
- Develop and implement programmatic activities related to the Health and Human Service Strategic Plan Goal 2; Healthy People 2030 objectives HC/HIT-01, HC/HIT-02, HC/HIT-03, IID-D02; COVID-19; and health disparities.
- Assist in initiating the development and execution of data-informed strategies to address the needs of groups at risk for limited health literacy regarding COVID-19.
- Work with community partners to increase access to culturally and linguistically appropriate health information for targeted populations.
- Develop and maintain a comprehensive program designed to expedite training on all aspects of health literacy, health equity, and health care for outreach and community health staff.
- Provide content regarding COVID-19 for the City of Vicksburg website and social media platforms.

- Supervise community health workers and volunteers.
- Identify and maintain relationships with outside organizations and individuals with the potential to impact Project's success.
- Prepare reports on grant activities related to outreach activities that must be reported to the U. S. Department of Health and Human Services and comply with reporting requirements.
- Increase awareness among professionals and the public on health literacy through the preparation and delivery of presentations/trainings to groups and conferences.
- Maintain a master calendar of outreach events and work closely with community partners to plan and execute all events.
- Facilitate the training of staff and sub-award recipients for evaluating learners' understanding of information provided relative to COVID-19 and health disparities in the execution of specific grant related activities.
- Other duties as assigned by the Project Director.

**Education/Experience**

A Bachelor's Degree; Ability to multi-task and focus on priorities at hand; Excellent verbal, written, and training and presentation skills. Sound organizational skills, strong attention to detail, and problem-solving abilities. Excellent relationship skills and prior experience in grants management and working closely in and with diverse communities.

**Other Qualifications**

Overtime, flexible work schedule and on call work status is not a normal requirement of this position, but may be assigned if necessary.

**Certificates, Licenses, Registration**

Must have and maintain a valid Mississippi Driver's License.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.