



# ORCHWA

Oregon Community Health Workers Association

## **Position Title: Program Coordinator**

Compensation: \$51,000 - \$56,000 (depending on experience)

Benefits: medical, dental, vision, 401k (available after 3-months of employment)

Employment Status: 1.0 FTE

Exemption Status: Exempt

Title of Manager: CEW Program Manager

Supervisee: None

Job Location: Must live in Oregon, some travel within Oregon required

### **ORGANIZATION OVERVIEW**

The Oregon Community Health Workers Association (ORCHWA) is a non-profit association dedicated to serving as a unified voice to amplify and advocate for and with community health workers across the state of Oregon. Our work and values are centered on social justice, promotion of community health and are rooted in anti-oppressive practices.

### **POSITION SUMMARY**

The Program Coordinator will coordinate Community Education Worker (CEW) Program logistics and administration, support health promotion strategies that reduce health and educational inequities, and provide support for CHW workforce training. The Coordinator works closely and collaboratively with the CEW Program Manager and leadership team to ensure Program deliverables are met. As part of the ORCHWA Team the Coordinator will engage CHWs statewide to advance ORCHWA's mission of serving as a unified voice to advocate for and with CHWs in Oregon.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Coordinate activities and support CEW Program Partners.
- Increase collaboration and communication across stakeholders, track and share resources, and support development of promising/best practices.
- Track collaborative attendance, data collection.
- Attend meetings to further enhance collaboration and expand the program model.
- Support preparation of evaluation and reports for stakeholders and partners.
- Track the professional development of CEWs/CHWs.
- Foster and maintain strong relationships with Collaborative Partners and CHWs.
- Provide coordination and administrative support.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Previous experience as, or working with, CHW or THW in any setting (**no requirement** to be on the THW Registry)
- Knowledge of the social service system.

- Experience developing and/or maintaining partnerships.
- Success in project/program management or coordination.
- Community engagement experience
- Experience and comfort working and communicating in cross-cultural settings.
- Ability to effectively plan and facilitate meetings, including preparation of agendas and coordination of speakers and participants.
- Ability to effectively manage competing priorities and stay attuned to the needs of various stakeholders.
- Strong oral and written communication.
- Intermediate experience/comfort in Google Suite, Microsoft Office, and Zoom.
- Success and comfort telecommuting.

#### **QUALIFICATIONS/PREFERRED EXPERIENCE**

- Experience using popular education to share information, build leadership, create consensus, empower participants, and facilitate broad participation in group settings
- Knowledge of and/or experience with early learning.
- Strong facilitation skills.
- Bi-lingual/multilingual is a plus

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee regularly is required to use hands or fingers, handle or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

#### **TO APPLY**

Please submit your resume and a cover letter to [hr@orchwa.org](mailto:hr@orchwa.org) Please include the position title “**Program Coordinator Position**” in the subject line. The position is open until filled, but interested candidates are strongly encouraged to respond quickly. Equal Opportunity Employer.

#### **STATEMENT OF COMMITMENT**

*ORCHWA is committed to upholding our values as we continue to work towards social justice and equity. ORCHWA is committed to actively addressing racism, oppression, and white supremacy practices through individual and organizational learning, reflection, and growth.*