



# ORCHWA

Oregon Community Health Workers Association

## **Position Title: Workforce Development Coordinator**

Compensation: \$45,000 - \$51,000 (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: Workforce Development Director

Supervisee: None

Job Location: Must live in the state of Oregon

### **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 Workforce Development Program Coordinator provides administrative support and coordination to ORCHWA's Workforce Development Department and workforce related collaboratives. The Coordinator will provide one-on-one support to CHWs and CHW supervisors, coordinate program logistics and administration, aid in creating and implementing health promotion strategies that reduce health and educational inequities. The Coordinator works closely and collaboratively with the Director of Workforce Development to ensure program deliverables are met and will aid in developing strategies to leverage collective knowledge and resources to support underserved communities and support educating stakeholders on impacts and benefits of CHWs in early education activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Collaborate with the Workforce Development team to build upon and expand ORCHWA's collaborative model in which health/education and other systems partner with community-based CHW programs to improve health and educational outcomes.
- Coordinate activities and support Collaborative Steering Team meetings.
- Increase collaboration and communication across stakeholders, track and share resources, identify and address programmatic issues, and support development of promising/best practices.
- Support, monitor and track the professional development of CHWs and training attendees.
- Foster and maintain strong relationships with Collaborative Partners.
- Track collaborative attendance, data collection.
- Support preparation of evaluation and reports for stakeholders and partners.
- Perform other duties as assigned.

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

- Previous experience as a CHW/CHW supervisor or deep knowledge of the role.

- Detail oriented and highly organized.
- Practical knowledge and experience with methods and techniques of program design, implementation, and monitoring.
- Success in project/program coordination.
- Success and ability to effectively analyze program goals and objectives to determine compliance or non-compliance, identify program deficiencies or problems and in partnership develop corrective action strategies to achieve goals.
- Experience and ability to provide technical assistance.
- Experience and comfort working and communicating cross-culturally.
- Ability to effectively plan meetings and training, including preparation and coordination of speakers and participants.
- Ability to effectively administer programs through contracts, grants, and/or cooperative agreements.
- Ability to effectively manage competing priorities and stay attuned to the needs of various stakeholders.
- Strong oral and written communication
- Intermediate to advanced proficiency in Google Suit, Microsoft Office, and Zoom

#### QUALIFICATIONS/PREFERRED EXPERIENCE

- Experience with quality improvement, reporting and evaluation are also highly desired but not required.
- Experience using popular education to share information, build leadership, create consensus, empower participants, and facilitate broad participation in group settings
- Strong existing relationships with and practical knowledge about CHWs and CHW programs.
- Experience developing and maintaining curriculum.
- Strong facilitation skills.
- Familiarity with Popular Education approaches to share information, build leadership, create consensus, support empowerment of participants, and facilitate broad participation.

#### 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 “**Community Programs Coordinator Position**” in the subject line. Position is open until filled, but interested candidates are strongly encouraged to respond quickly. Equal Opportunity Employer.