



Central Valley Health Network

December 2011

POSITION:

Community Health Leader,
African American Campaign

Limited Term (16 hours per week)
(Fresno Office)

RESPONSIBLE TO:

African American Campaign Coordinator

SUMMARY:

Under the supervision of the Central Valley Region *Network for a Healthy California's (Network) African American Campaign Coordinator*, the Community Health Leader is responsible for providing nutrition education and community outreach assistance to the *African American Campaign* and target population throughout the Central Valley. The Community Health Leader will work with the Program Coordinator to assist with community outreach through participation in festivals, farmers markets, trainings and other community activities. They will also aide in the maintenance of appropriate event records, surveys and evaluations as needed. The Community Health Leader will assist the Program Coordinator in recruitment of retail stores and farmers'/flea markets and will contact partners at organizations and or agencies for educational toolbox usage and program numbers.

EXPECTATIONS:

- Is a self-starter and needs minimum amount of direct supervision
- Pays close attention to detail
- Is committed to the mission of the organization
- Maintains good communications and relationships with members
- Works flexible or extended hours
- Will travel within Central Valley area and other areas as needed with occasional overnight stays
- Attends weekend meetings/events
- Listens to and respects others' ideas
- Culturally Competent

DUTIES and RESPONSIBILITES

Community Health Leader
Reports to: African American Campaign Coordinator
.20 FTE Non-Exempt
December 2011

Assist the Program Coordinator in the management of CalFresh eligible families using the *Fruit, Vegetable, and Physical Activity Toolbox for Community Educators (Toolbox)* through various channels including, festivals, and farmer/flea markets utilizing the *Conducting Successful Nutrition Education and Physical Promotions at Community Events Manual*, supermarkets, direct health and community-based organizations, and media for the seven-county Central Valley Region.

Assist the *campaign* coordinator in scheduling activities for annual work plan within allowed budget, track, and evaluate activities.

Collaborate with and assist the *African American Campaign Coordinator* with promotional activities through designated channels as outlined in the Scope of Work

Assist the Program Coordinator in forming liaisons/partnerships with and between other organizations to coordinate and integrate outreach efforts for the programs in the Central Valley Region.

Other related duties assigned.

MINIMUM REQUIREMENTS:

Education:

- HS Diploma

Prior Experience:

- Work or volunteer experience in community education.
- Some exposure to, and familiarity with, nonprofit organizations
- Has experience working with diverse communities
- Demonstrated writing and analytic ability

Skills

- Excellent oral, written, interpersonal, and presentation skills
- Ability to work confidentially and with discretion
- Ability to plan independently, organize work, multi-task and meet deadlines
- Attention to detail and excellent follow-through on work tasks
- Flexibility to adapt to changes in environment
- Interpersonal skills using discernment, patience and courtesy
- Ability to collect data and compile reports

Physical Requirements:

- Role involves standing, walking, pushing, pulling, lifting, sitting, twisting, driving, and the ability to lift and carry 20 pounds
- Valid Driver's License and proof of auto insurance

Please submit resume to vhines@cvhnclinics.org

