



Job Title: Manager, Community Health and Wellness

Hours: Part-time ~25 hours

Salary: \$24/hr

Deadline: Open until filled

Apply via email to: Rocio Anderson

The Manager of Community Health and Wellness reports to the Executive Director and provides leadership and oversight in planning and implementing strategies to engage with the community around the organization's mission and priorities. This position has a strong community focus and plays a pivotal role in fostering community engagement, maintaining positive relationships, and increasing awareness of the organization among the general public, non-profit organizations, government agencies, community leaders, and other key stakeholders. The Manager plans and manages outreach, health promotion activities, and various special events. This position has a supervisory role and works closely with a team of community health workers, interns, and volunteers

Key roles and responsibilities create initiatives - Men's, Children, Mental, Transportation Options and Environmental Health develop and implement.

- Plan, oversee, and manage all outreach activities within the organization's service area
- Supervise, train, and manage a team of community health workers
- Organize health promotion activities to assess needs and improve health outcomes
- Creates and collaborates with the team to maintain a calendar of outreach and special events as well as a database of partners, vendors, and volunteers
- Monitor the success and impact of community outreach and health promotion efforts, collect data, conduct evaluations, and prepare reports to communicate outcomes to stakeholders and leadership; key record of community narratives
- Strengthen relationships of trust with community members and partners
- Plan and manage special events such as resource fairs, health fairs, including all aspects of event management such as logistics, vendor coordination, permits, marketing, and volunteer recruitment.
- Serve as liaison between the organization and community members, local leaders, and partner agencies attending meetings, collaborating on efforts, maximizing resources, leveraging expertise, and promoting initiatives



- Recruits, trains, and supervises volunteers, including interns, to support outreach, special events, and other community initiatives.
- Works with the Executive Director to inform of strategies, communications and fundraising.

Required skills and qualifications

- Bachelor's degree or higher in Communications, Public Relations, Community Health, Business, or a related field; Certified Community Health Worker preferred
- At least three years of experience managing outreach programs, health promotion, and/or community events
- Knowledge of community engagement, community health improvement, and management principles
- Strong experience in managing budgets, public speaking, marketing, networking, and fundraising
- Strong organizational and time management skills, ability to multitask and work independently
- Exceptional verbal, written, and visual communication skills
- Proficient in Microsoft Office and Google Suite with aptitude to learn new software and systems Bilingual Spanish-English, preferred