

CARE TB Project Coordinator Job Description

Position: CARE TB Project Coordinator

Rate/Time: \$20/h, up to 11 hours a month

Employer: Champions for Health (CFH)

Reports to: Community Wellness & Partnership Manager/ CARE TB Executive Team

Champions for Health is a nonprofit organization (Tax ID #95—2568714) dedicated to help those without or with limited access to healthcare. We provide unparalleled opportunities for professional growth and development, and will prepare the consultant to be an ambassador in their profession. This individual will have frequent contact with public health experts, civic-minded health professionals, and health organizations.

Position Overview:

The Contracted CARE TB Project Coordinator will support Champions for Health's Collaboration for Action to achieve Results toward the Elimination of TB (CARE TB) program, an initiative to address disparities in latent TB infection (LTBI/TB) in San Diego County Asian-Pacific Islander (API) communities. Our target populations are our Filipino and Vietnamese communities. The CARE TB Project Coordinator will staff the CARE TB Advisory Group, develop educational TB materials, and manage incentives for participants/partners. Our ideal candidate must be knowledgeable on our two target populations, the Filipino and Vietnamese communities

Duties and Responsibilities:

Under supervision, the CARE TB Project Coordinator will:

- Assist with CARE TB Advisory Group partner recruitment and retention
- Create agendas and take minutes for advisory group meetings
- Be available for 30-minute weekly check in meeting with Community Wellness Manager or CARE TB Executive Team
- Develop or enhance TB educational materials
- Coordinate translation of materials if needed
- Coordinate volunteer speakers
- Create pre/post education surveys
- Coordinate social media production
- Develop distribution plan
- Order, track, and reconciliation of incentives

Qualifications:

- Excellent writing, editing and oral communication skills.
- Have substantial experience with LTBI and API communities
- Great attention to detail
- **Fluent in Vietnamese or Tagalog is required**
- Time commitment: at least 10 hours a month, able to work remotely.
- Strong understanding of API communities
- Strong calling to support the underserved through health and medicine.

If interested please email resume/ CV to Andrew.Gonzalez@championsfh.org to be considered for an interview.

Andrew Gonzalez
Andrew.Gonzalez@Championsfh.org.org
(858) 300-2787
Community Wellness & Partnership Manager