



Job Title: Special Projects Coordinator
FLSA Status: Full Time, Exempt
Reports to: Chief Operating Officer

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation, and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Chief Operating Officer, the Special Projects Coordinator will take the lead on special projects and provide day-to-day oversight of project functions to achieve success in accordance with defined target, strategies, and goals.

Primary Roles and Responsibilities

- Support planning and coordinating of special projects, programs, and activities.
- Keep all members of the team up to date with relevant project information.
- Recruit and mobilize volunteers to assist with project events and various activities.
- Attend meetings, events, and network with various community groups and organizations as assigned.
- Circulate promotional materials/flyers to organizational and community partners.
- Maintain budget, track expenditures and transactions.
- Schedule and organize meetings, events and maintain project records and create reports.
- Balance conflicting priorities to manage workflow, ensure the completion of essential projects, reports and meet critical deadlines.

Requirements/Qualifications

- Bachelor's degree
- Minimum of two [2] years of project coordination, and/or outreach experience.
- Strong computer skills, familiarity with Office365, Word, Excel, Outlook, PowerPoint, SharePoint.
- Excellent interpersonal skills and demonstrated ability to work with persons and groups of diverse racial, ethnic backgrounds.
- Excellent public speaking skills, presentation, analytical skills.
- Ability to prepare clear, concise, thorough, meaningful, and grammatically correct written reports.
- Ability to organize and maintain confidential detailed records: set and implement priorities, complete necessary paperwork, reports and meet deadlines.
- Demonstrated experience in meeting facilitation and planning and implementing projects, and events.
- Ability to take initiative in working with and coordinating projects and groups.
- Ability to analyze problems and find solutions which support and enable sound decision-making.
- Ability to work independently and as a part of a collaborative team.

- Reliable transportation, with valid driver's license and current liability insurance.

Salary Range

\$45,000 - \$50,000

Additional Employee Benefits

We offer a comprehensive benefits package including health, dental, short term and long-term disability, Employee Assistance Program, Employee Wellness Allowance reimbursement, Simple IRA, and generous paid time off.

Physical Demands

The work involves normal physical activity associated with an office environment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include Special Projects Coordinator in the subject line:

careers@caahealth.org.

No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at www.caahealth.org

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.