



Job Title: Community Activator
FLSA Status: Full Time, Exempt
Reports to: Director of Policy & Advocacy

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 Director of Policy & Advocacy, the Community Activator plays a key role in conducting outreach and mobilizing constituents year-round for grass tops and grassroots advocacy led initiatives. In addition to working with other CAA Health staff, the Community Activator will serve as a liaison with constituents, policymakers, and community-based organizations.

Primary Roles and Responsibilities

- Develop, manage, support, and implement activities that facilitate an informed dialogue amongst diverse individuals [e.g., key allies, coalitions, businesses, faith-based institutions, public officials, and government agencies] on issues that affect Black and African American community.
- Help plan and manage community engagement efforts for CAA Health's annual state Policy and Issues Forum, as assigned by the Director of Policy and Advocacy.
- Work with CAA Health's Director of Policy and Advocacy and Policy Research Manager to coordinate social change strategies of grassroots community organizing.
- Develop and disseminate outreach education materials [e.g., printed, and electronic] such as brochures, videos, flyers, and action cards.
- Balance conflicting priorities to manage workflow, ensure the completion of essential projects, reports and meet critical deadlines.

Requirements/Qualifications

- Bachelor's degree or higher in a related field [e.g., social work, political science, communications, public health] preferred.
- Minimum of four [4] years of community organizing 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, and economic backgrounds that have been traditionally excluded from community organizing or power building.
- Excellent public speaking skills, presentation, analytical skills.
- Strong commitment to Black and African American community empowerment and health equity.
- Ability to prepare clear, concise, thorough, meaningful, and grammatically correct written reports, letters, presentations, and other media.

- Ability to organize and maintain confidential detailed records: set and implement priorities, complete necessary paperwork, reports and meet deadlines.
- Demonstrated leadership experience including facilitation of meetings, trainings, and events.
- Experience building and coordinating coalitions and alliances.
- Ability to take initiative in working with and coordinating peer groups and committees.
- 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 Community Activator in the subject line:

careers@caahealth.org.

In your cover letter please describe your experience working as a community organizer, what you learned from that experience, and your philosophy of community organizing among groups that have been traditionally excluded from community organizing or power building.

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.