



THE FRESNO CENTER

Title: Community Outreach Coordinator I
Program: FCHAP 2.0 COVID
FTE: Temporary, Full-Time/Non-Exempt
Status: Hourly
Benefits: Full Benefits: Medical, Dental, Vision, 401k retirement
Reports to: Program Director
Location: The Fresno Center, Fresno Ca

AGENCY:

The Fresno Center (TFC) is a 501(c)(3) non-profit organization highly sought for its cross-cultural expertise in the areas of health, law, and social integration. The organization continues to provide services in employment, citizenship, leadership, networking, mental health, research, and advocacy. TFC continues to evolve to address the changing needs of new Americans through civic engagement, voting registration, and personal empowerment.

THE PROGRAM:

FCHAP is a grant funded program to provide community outreach to mitigate the health consequences of COVID-19 on disproportionately impacted populations and communities.

BASIC FUNCTIONS:

FCHAP COVID outreach will target members of communities disproportionately impacted by COVID-19 and, in particular, those significantly affected by the conditions in the places where they live, learn, work and play (i.e., social determinants of health). Target populations shall include, but will not be limited to, Black/African American, Indian/Native and Tribal American, Latina, Southeast Asian American (Hmong, Laos, Khmer), Native Hawaiian/Pacific Islanders, Middle Eastern and North African, LGBTQ+, and older adults (people aged 65 and older). FCHAP Outreach Coordinators will also focus on ensuring that the essential workers, people with limited English proficiency, people experiencing homelessness, and people living in multi-generational and multi-family households who are also disproportionately impacted by COVID-19 will receive outreach services to prevent and mitigate the harm of COVID-19.

JOB DUTIES AND RESPONSIBILITIES:

- The Fresno Center (TFC) has experience providing outreach and health education and will provide outreach, education, and dissemination of COVID-19 information to disproportionately impacted populations in several ways.
- Host in-person events, virtual events, and forums to connect and link with clients and actively attends community events, such as the Hmong New Year post gatherings, clan meetings, and the Lao New Year Celebration.
- Leverage TFC's pre-scheduled events, such as our drive-thru food distribution, to outreach to clients weekly to distribute information flyers about COVID-19, and to educate clients about COVID-19 health prevention and mitigation.

MINIMUM QUALIFICATIONS:

- Experienced working with the Southeast Asian community in the area of advocacy, education, and social services
- Knowledgeable of healthcare programs: Covered California and Medical
- Experienced working with community agencies and organization
- Prior knowledge and experience of governmental systems and policy changes
- Minimum of HS diploma.
- Fluent in a Southeast Asian Language - Bilingual in Hmong language preferred
- Must have transportation and a valid California Driver's License
- Clean DMV record and valid vehicle insurance
- Pass background check

Approved by:

Updated:

PERSONAL QUALITIES:

- Commitment to the mission and values of the agency,
- Committed to community building and development,
- Ability to inspire, empower, and cultivate self and others,
- Ability to adapt to various environments.

BENEFITS:

- Medical, vision, and dental coverage.
- Life insurance coverage at annual salary.
- Sick leave, per personnel policy (7 days per year).
- 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- Vacation, per personnel policy (12 days per year).
- Holidays per personnel policy (currently 13 paid holidays per year)

CLOSING DATE: December 15, 2021 @ 5:00 P.M.

To apply, please submit a cover letter, attention to Kellie Charfauros, resume, and three references, with Community Outreach Coordinator I in the subject line and email them to kellie.charfauros@fresnocenter.org. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.

Approved by:

Updated: