



Community Outreach Specialist (Part-time) (Range 25-40hrs/month)

The Bay Area Community Health Advisory Council (BACHAC) is seeking a responsible, dynamic, committed individual who is passionate and interested in affecting positive change for the health of diverse communities. The organization has a business need for a community outreach specialist to serve in variety of different outreach efforts (Health education, Community Mammogram Program, etc.). This position could report to the Project/Program Manager/Coordinator.

Job Responsibilities

- Be Flexible and available with schedule to work non-traditional work hours (evenings and weekends) canvassing neighborhoods, attending health events and/or calling community members, zoom sessions, etc.
- Assist community members as needed (on-line, phone, paper)
- Work with Project/Program Manager/Coordinator to address issues for timely favorable solutions and outcomes.
- Go into the community to educate about various topics (i.e., Health Education Outreach, Community Mammogram, etc.) with emphasis on the unserved communities (African American, Latinx and Pacific Islander Community, etc.)
- Track contact with community members
- Leverage bilingual skills as needed to assist BACHAC and/or community members.
- Attend educational offerings as needed/required.

Job Requirements:

- 1-2 years of community outreach experience
 - Exceptional verbal and written communication skills
 - Able to build and maintain strong partnerships with individuals and diverse groups (community, corporate, civic)
 - Able to take initiative, problem solve and troubleshoot.
 - Able to multi-task in an adaptive environment
 - Proficient with MS Suite: Word, Excel, PowerPoint



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- Proficient with virtual communication platforms (Zoom, MS Teams, etc.)
- Experience with Goggle tools (gmail, gdocs, calendar etc.)
- Able to work evenings and weekends.
- Able to execute and complete assignments on time and with minimal supervision.
- Detail orientated and proactive.
- Valid California Driver's License
- Ability to drive, access to a vehicle.

Desirable Skills and Attributes:

- Good knowledge of San Mateo County resources, services, etc.
- Bilingual, Spanish, Tongan, Samoan, Tagalog preferred.

Compensation:

- \$30/hr, no benefits (25-40 hrs/month)*
- Mileage Reimbursement (up to 100miles/month)

*To be determined and as needed

How to apply:

Please submit cover letter and resume to info@bachac.org Please type Community Outreach Specialist in the subject line.

*BACHAC is a fiscally sponsored organization of Community Initiatives. To learn more about BACHAC, go to www.bachac.org

Revision: 18JUL23