



Brownsville Community Development Corporation
592 Rockaway Ave., N.Y. 11212-5539 718/345-5000 Fax 718/345-5794

JOB OPENING

Date of Posting	April 21, 2016
Position:	Coordinator Health Education /Outreach
Service Area/Unit:	Development/Special Projects
Schedule (Days & Hours):	Full-time/Monday-Friday 10AM-6PM/Saturdays and evening as needed
Primary Duties/Responsibilities:	<p>Develop and maintain cooperative working relationships with agencies and organizations interested in public health care, health awareness community events/meetings with the goal of identifying new community referral opportunities. Maintain and update current an organization and client contact database files at BMS office and create an annual Patient Resource Guide. Develop and present health education and promotion programs, such as training workshops, conferences, and school or community presentations and assist in developing ideas and information for community health awareness campaigns. Assist in developing a Department Volunteer Program - Recruit and coordinate department volunteers' onboarding and volunteer activity oversight in implementing health programs, objectives, and goals. Assist in screening and referring clients to register for available services at any BMS location. Oversee the implementation of regular monthly communications (e.g. mailings) to targeted clients and area organizations; Perform informational presentations on all BMS services and promotions. Oversee the implementation of weekly In-Office telephone, Email and Fax outreach to achieve a quantitative increase in client utilization of all BMS services and related programs. Participate in all outreach and marketing initiatives as determined to increase customer satisfaction, retention and patient volume. Provide support in planning and implementing Development fundraising activities/initiatives. Provide a monthly written report that details quantitative/qualitative results to supervisor. Facilitate client referrals, problem solving support (i.e. securing appointment/registration); and participate in facilitating client satisfaction surveys as needed. Attend annual BMS mandated, and/or other assigned, training sessions. Assist in street distribution process posters/fliers set-up of event exhibit/audio/photography equipment, etc. Utilize approved BMS outreach forms to record all</p>

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outreach activities and to capture all external requests for BMS participation in events, meetings, etc. Conducts administrative functions for all department projects and initiatives as needed

Qualifications Required (Years of Experience, Education, or Special Training):

Associate's Degree in Health/Social Services or the equivalent required. Bachelor's Degree preferred. Minimum of 2 years work experience. Computer literate; skillful in Excel, Word & PowerPoint a plus.

Salary Range:

\$47,000 per annum

Contact Person/Phone:

Coreen London-Mitchell, Human Resources Manager
Fax: (718)346-7183; Email: clondon@bmsfhc.org **or**
Lewis Bond, Human Resources Generalist
Fax: (718)345-5794; Email: lbond@bmsfhc.org

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