

Community Engagement Coordinator

DEFINITION:

The Community Engagement Coordinator provides support to the Virgin Island's Department of Health's (VI-DOH) Community Risk Mitigation Project under the Centers for Disease Control and Prevention's National Center for Environmental Health 2017 Hurricane Supplemental Funding. This position is territory-wide, non-unionized part time position with VI-DOH.

DUTIES:

- Leads development and implementation of community engagement plan to promote public health preparedness among vulnerable populations in USVI.
- Coordinates public private partnerships to develop targeted outreach strategies that increase community participation and engagement with identified measurable outcomes.
- Coordinates integrating public health preparedness content with VIDOH programs working with communities.
- Coordinates collaborations with key partners (e.g. jurisdictional schools, daycares, senior centers, and hospice) to develop/update crisis preparedness plans and protocols for family reunification.
- Coordinates VIDOH's public health preparedness events and expos.
- Develops health-related communication materials (e.g. radio/print media/online media) for target audiences.
- Provides documentation of meetings, trainings and town halls.
- Perform other duties as assigned

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of planning, implementing, managing, and evaluating health communication and education strategies
- Knowledge of communication principles and practices in disaster preparedness
- Knowledge of coalition building, partnership development, event planning, and meeting facilitation
- Ability to apply considerable initiative and judgment to drive projects independently with moderate support
- Ability to prepare accurate, clear, complete, and concise public health materials

SUPERVISORY CONTROLS:

Employee works under the supervision of the Deputy Director of the Public Health Preparedness Program who assigns duties, describes scope of goals and objectives, and provide guidance on critical issues. Work is reviewed through conferences, reports, and achievement of objectives.

MINIMUM QUALIFICATIONS:

- Undergraduate or graduate degree in a relevant field (public health, communications, public relations, emergency management, etc)
- Experience with community engagement, health messaging, and public relations.
- Experience with local health departments
- Strong organization skills and dedication to completing projects in a timely manner

Interested applicants should send a resume and cover letter to Sandra Charles
sandra.charles@doh.vi.gov