

**NEW YORK STATE**

**AMERICORPS MEMBER POSITION DESCRIPTION**

**Member Position/Title:** Health Communications Associate

**# of Member Slots in this Position:**  1

**Member Immediate Supervisor Name:** Caitlin Quigley

**Position Start Date:** Rolling

**Supervisor Title:** Director of Communications

**Position End Date:** Rolling

**Days / Hours of Service:**

T-S 40 hrs/week, hours vary by Center hours and outreach events. Some evenings and weekends may be required based on planned events or activities.

**Host Site Agency Name:** Callen-Lorde Community Health Center

**Address:** 356 West 18th Street (between 8th and 9th Ave)

**City:** New York, NY **Zip Code:** 10011

**Callen-Lorde Community Health Center Mission:**

Callen-Lorde Community Health Center provides sensitive, quality health care and related services primarily to New York's lesbian, gay, bisexual, and transgender communities -- in all their diversity -- regardless of ability to pay. To further this mission, Callen-Lorde promotes health education and wellness and advocates for LGBTQ health issues.

**Health Education/Communications Program Mission and Goals:**

Callen-Lorde's Health Communications Program is designed to create and disseminate health information tailored to the communities that Callen-Lorde serves. This program furthers the agency goal of supporting the health and wellness of LGBTQ communities in New York and beyond

**Callen-Lorde’s Health Communications Program**

* Supports the health and wellness of LGBTQ communities – patients and non-patients alike
* Creates health literate content tailored to the health needs of LGBTQ populations
* Represents Callen-Lorde and conducts outreach at external tabling events
* Supports our Health Advocacy and Policy Program

**Member Position Summary:**

Callen-Lorde is seeking an organized, tech-savvy, and motivated Health Communications Associate who will support the development and coordination of health communications for the communities that Callen-Lorde serves through print and digital health awareness campaigns, and both internal and external outreach events. In this role, the Health Communications Associate will also assist in creating and updating health literate, multilingual content, including printed materials such as flyers and brochures, and digital content such as blogs, social media posts, and digital signage.

**Necessary Training or Training Plan to be implemented prior to Member Placement:**

* HIPAA, particularly as it relates to HIV confidentiality
* Cultural Competency & LGBTQ Sensitivity
* Health Literacy
* Community Outreach

**Member Impact:**

The AmeriCorps member placed in this position will play a critical role in furthering agency priorities to improve the health and wellness of LGBTQ communities in New York and beyond. Through this work, the AmeriCorps member will help to reduce barriers the LGBTQ community faces when accessing health care services and information.

**Essential Functions of Position:**

1. Coordinates health awareness campaigns, both internally and through Callen-Lorde’s website, digital signage, and social media.
2. Assists in creating and designing print and digital collateral to support health awareness campaigns.
3. Manages all health education materials (i.e. literature, brochures, etc.) that are available in health center waiting areas and exam rooms.
4. Disseminates and manages flyers and signage displayed around the health centers, including posters, flyers, brochure racks, and community boards.
5. Reviews all literature given to or available for patients to ensure that it is written/presented in a manner that meets appropriate health literacy standards.
6. Represents Callen-Lorde at various health outreach tabling events throughout the 5 boroughs.
7. Supports with LGBTQ Pride activities.
8. Administrative tasks as needed.

**Required Knowledge, Skills, and Abilities:**

Personal Characteristics, Skills, and Abilities

1. Commitment to the mission of Callen-Lorde Community Health Center.
2. Ability to work effectively with diverse populations, including LGBTQ communities.
3. Demonstrated knowledge of health education and/or HIV/AIDS, STIs
4. Proficiency in Microsoft Office (Word, Excel, PowerPoint) required; experience with WordPress and Adobe Creative Suite (Photoshop, InDesign, Illustrator) preferred.
5. Excellent written and verbal communication skills.
6. Motivated self-starter, must be able to multi-task and manage time.
7. Strong organizational and interpersonal skills.
8. Knowledge or experience in healthcare, particularly sexual health and education preferred.
9. Bilingual (English/Spanish) applicants encouraged, but not required.

**Required Academic and Experience Qualifications:**

Education, Experience

1. College degree (BA/BS) in health/social services preferred; or equivalent experience.
2. Experience in writing and content creation strongly preferred
3. Experience working with sexual health preferred