504HealthNet, Inc. Outreach and Education Program Coordinator Job Description

About 504HealthNet:
504HealthNet is a nonprofit association that serves 23 community health organizations. Our members operate over 60 clinics providing critical primary care, behavioral health, and other services. In aggregate, our health providers represent the safety net for low-income, uninsured, and underinsured residents primarily in the Greater New Orleans area of Orleans, Jefferson, St. Bernard, and Plaquemines parishes.

504HealthNet’s mission is to fully support this coordinated network of healthcare providers. Our work comprises three major categories: Public Policy, Outreach & Education, and Member Services. These priorities help our member organizations provide high quality care to their residents regardless of ability to pay.

Position Summary:
The Outreach and Education Program Coordinator will assist with implementing 504HealthNet’s community programs. A passion for community health and innovative outreach is required! The position focuses on healthcare outreach and education, including enriching 504HealthNet’s many partnerships with community stakeholders, raising awareness on the availability of payment and treatment options for consumers, and enhancing our organization’s sustainability. This position reports directly to the Executive Director.

Primary Responsibilities:
• Assist with implementing the 504HealthNet portion of the Gulf Region Health Outreach Program-Primary Care Capacity Project (GRHOP-PCCP) quality improvement initiative as contracted with the Louisiana Public Health Institute (LPHI), a statewide, 501(c)(3) nonprofit organization that improves population-level health outcomes. Duties include organizing volunteers for outreach activities and implementing a city-wide communication plan.
• Develop and implement outreach, media, and education plans to market 504HealthNet and its member clinics. This includes printed materials, online/social media channels, and the 504HealthNet website.
• Strengthen contacts and collaborations with member organization and community stakeholders.
• Grants development and management, including opportunity identification, grant writing, and post-award reporting and outreach.

Qualifications:
• Bachelor’s degree in a related field required with minimum 2 years relevant experience, or a Master’s degree in a related field.
• Project management experience; multiple project experience preferred.
• Strong writing, presentation, and communication skills.
• Well-developed interpersonal skills.
• Ability to work independently.
• Experience with editing or designing printed and online promotional materials. Preferred experience with InDesign software.
• A demonstrable interest in and understanding of the United States healthcare system, with a focus on primary care.

Salary/Benefits: Commensurate with education and experience.

Application Instructions: Please submit a cover letter, salary requirements, CV, and three professional references to info@504healthnet.org by noon on Monday, February 15, 2016.