



## Education and Outreach Manager

*Do you believe everyone should have good health care?*

*Do you enjoy meeting new people and developing educational programs?*

*Are you passionate about healthy lifestyles?*

The Education and Outreach Manager role at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

### The Opportunity

CommunityHealth seeks to hire a full time Education and Outreach Manager. Under the supervision of the Director of External Affairs, the Education and Outreach Manager will facilitate the health education program – including program development, coordination, and oversight of volunteer instructors. They will also participate in current/prospective patient outreach activities and supervise 2-3 community health workers.

### Responsibilities

- Develop and implement health education programs (diabetes/hypertension management, exercise, healthy cooking, healthy homes, education special event days, etc.), including staffing and material requirements to reach program objectives.
- In collaboration with the Director of External Affairs, oversee community outreach activities to increase awareness of CommunityHealth services.
- Recruit, train, and supervise community health workers and other part-time health education staff/volunteers.
- Collaborate with Communications staff to develop and/or translate instructional and outreach materials, as needed.
- Work with staff and providers to recruit patients for health education programs and engage in direct outreach to patients in Spanish and English.
- Oversee health education content on the CommunityHealth website and social media pages.
- Develop program objectives and metrics and track outcomes for health education programs and initiatives.
- Lead and/oversee patient advisory council.

- Develop and/or maintain community partnerships for health education programming and community wellness.
- Lead educational programs in Spanish and English, as needed.

### Qualifications

- Excellent oral and written communication skills in both English and Spanish required.
- Bachelor's degree or equivalent experience required in Health Communications, Public Health, Health Education, or related field. At least 1 year of work experience preferred.
- Strong analytical and problem-solving skills with a sharp attention to detail and consistent, reliable follow-through.
- Experience in, and comfort with, interacting with diverse populations both in group settings and individually.
- Initiative, independence, and flexibility to effectively work within a dynamic work environment.
- Ability to manage multiple projects simultaneously.
- Close understanding of socio-economic barriers that impact health and wellness, particularly for an immigrant population.
- Experience in program implementation, oversight, data collection, and evaluation.
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

### Compensation

- The starting salary range for this position is \$48,000-\$62,000, dependent upon experience.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

**To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: [Istarr@communityhealth.org](mailto:Istarr@communityhealth.org)**

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual/bicultural candidates and BIPOC individuals are strongly encouraged to apply.

*NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).*

### **About CommunityHealth**

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago.

[Visit our website to learn more!](#)