

## **SIXTEENTH STREET COMMUNITY HEALTH CENTERS**

**POSITION: ASSISTANT PROJ. COORDINATOR-SD**  
**PAY GRADE: 4.5**

**LOCATION: SSCHC**  
**DEPT: ENVIRONMENTAL HEALTH**

### **GENERAL STATEMENT OF DUTIES:**

This position will support three key initiatives within the Department of Environmental Health's Sustainable Development Program: implementation of environmental restoration projects, delivery of environmental health education programming, and neighborhood stabilization and community engagement activities. Current areas of focus include the Kinnickinnic River Corridor and the Harbor District, with potential to engage in other areas of Milwaukee's south side.

### **JOB RESPONSIBILITIES:**

1. Assist the Department of Environmental Health and its internal and external partners in advancing key components of the Sustainable Development Program. Specific responsibilities include:
  - a. Assist in developing promotional materials and outreach strategies that increase the awareness of activities and events being carried out by the Sustainable Development Program
  - b. Assist in the recruitment of new participants (individuals and groups) and facilitation of their ongoing involvement in programming
  - c. Assist in organizing community meetings, workshops, events and classes
  - d. Assist in the identification and development of new opportunities and venues to deliver educational information and programming to community residents
2. Provide referral information and other support to families regarding social services and community programs
3. Assist in cultivating and maintaining relationships with key public, private and nonprofit sector individuals and groups who support the work of the Department of Environmental Health
4. Participate in the Department's public information dissemination through social media and electronic communication, media events, written publications and oral presentations
5. Participate in data collection, record-keeping and data entry necessary to evaluate program effectiveness
6. Assist with other Department of Environmental Health program initiatives as needed
7. Perform related work as assigned by the Director of Environmental Health

### **QUALIFICATIONS:**

1. Bachelor's Degree in a health, education, environmental science, social science or related field
2. Excellent bilingual (English/Spanish) oral and written communication skills
3. Experience with working in a team setting to develop and implement projects and organize meetings and events
4. Delivering health and/or environmental education programs and projects
5. Working knowledge of the social and cultural factors associated with the delivery of health care and social services in a culturally diverse community
6. Ability to relate well to people of various ages and from diverse ethnic and cultural backgrounds

7. Ability to maintain a valid Wisconsin driver's license, regular use of car, current auto insurance and ability to travel to community events located in Milwaukee area
8. Available to assist and/or facilitate occasional evening and weekend education sessions
9. Proficiency with Microsoft Office (Word, Excel, and Power Point) required

**MENTAL AND PHYSICAL REQUIREMENTS:**

Position required manual dexterity for operating standard office equipment. Must able to operate video display terminal equipment and sit for long periods of time. The employee is frequently required to stand, walk and reach with hands and arms. Good hearing is necessary to receive detailed information through oral communication. Visual acuity is needed to verify accuracy of written materials. Must have ability to work successfully under stressful conditions, and must be capable of adapting to varying workloads and work assignments on a regular basis.

**WORKING CONDITIONS:**

Must understand and accept the possibility of exposure to inside environmental conditions such as communicable diseases, noise, blood, blood borne diseases. Must be able to comply with CDC Universal Precautions when indicated. The employee must be able to comply with Sixteenth Street Community Health Center TB Control Plan including PPD skin testing as required. Exposure to varying and extreme weather conditions while conducting home visits and door-to-door canvassing.

**LINES OF SUPERVISION:**

The Assistant Project Coordinator reports directly to the Director of Environmental Health.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job class. They are intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Review/Approvals

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Vice President of Human Resources	Date
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Employee Signature	Date
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