**Job Description**

**Bilingual Community Health Educator**

**Non-Exempt**

**Status:** Full-time, non-exempt, 40 hours per week

**Rate of pay:** starting $22 per hour

**Reports to:** Community Health Worker Manager

**Benefits:** 100% employer-paid medical and dental, four (4) weeks of paid time off (vacation and sick), and a total of thirteen (13) half and full day holidays.

**About the Center:**

Join a team that makes a daily positive impact in the lives of our community members! The Center for Well-Being (Center) is a local non-profit committed to creating a healthier, more equitable Sonoma County for all. Our community-based work advances systems and polices that address health and other inequities, and we have deep partnerships with local NGOs, health care providers, and advocacy groups to advance this work. We support individuals and families to live healthier, more active lives through education, advocacy, and resources – and we have fun while doing it! The Center champions a collaborative, communicative, and creative work culture where each individual is empowered to do their best and valued for their contribution to our mission. We also offer a competitive benefits package and a generous time off policy. Together, we transform lives!

**Position Description:**

The Bilingual Community Health Educator (CHE) is responsible for conducting health education and community outreach. This position provides health education to the community, with the goal of providing essential tools, knowledge, and support to maintain healthy lifestyles. This person will also perform key administrative tasks such as taking meeting notes, preparing materials, setting up events, collecting surveys, and tracking project activities. Health education topics may include nutrition, tobacco/vaping, COVID-19, heart health, and mental health. Knowledge about these health education topics is a plus, but training will be provided as needed. Work schedule may include evenings and weekends to accommodate community events and presentations. The Bilingual Community Health Educator position reports to the Community Health Worker Manager.

**Responsibilities:**

* Deliver informative and interactive health education presentations and workshops in English and Spanish, which may include cooking demonstrations, via Zoom or in-person. These may include small group activities, hands-on learning, and evaluation of skills learned.
* Create educational materials to aid presentations, such as PowerPoint slides and handouts.
* Translate materials into Spanish when needed.
* Co-create and implement projects that respond to the current public health concerns in our community.
* Engage in outreach activities for our nutrition education, tobacco prevention, and youth programs. Outreach may occur at grocery stores, libraries, churches, schools, farmers markets, health fairs, or community organizations.
* Develop and maintain cooperative working relationships with agencies and organizations.
* Participate in meetings and manage Zoom recordings, notes, and follow-up communication.
* Document and organize daily, weekly, and monthly activities for program reports, such as number of presentations conducted, and people reached.
* Create and post on the Center’s social media accounts, such as Facebook and Instagram, to promote our work.
* Contribute to the Center’s CHW monthly e-newsletter. Regularly research CHW-related resources, such as jobs, trainings, and community events.
* Work evenings and weekends as needed.
* Other duties as assigned.

**Qualifications/Requirements:**

* AA degree and a minimum of two years of experience in health education, community engagement, or related field; Bachelor of Arts (BA) preferred.
* Fluent speaking and writing abilities in both English and Spanish.
* High level of computer literacy with the ability to create professional documents using Microsoft Office Suite or other programs (ex: Word, Excel, PowerPoint, MailChimp, and Canva).
* Must be proficient in using Zoom and its features.
* Ability to manage multiple projects with a high level of detail and complete projects in a timely manner with limited supervision.
* Exceptional customer service, professionalism, communication, and emotional IQ.
* Able to work and communicate effectively with people of diverse cultures, education levels, economic backgrounds, and age: including seniors to elementary and high school students.
* Ability to work in a hybrid format, both working remotely from home and in an office setting.
* Ability to participate in community events following COVID-19 safety guidelines.
* Current valid California Driver License and proof of Insurance.
* Must be fully vaccinated against COVID and show proof of vaccination status.

**Physical Requirements:**

* Must be able to lift and carry 25 pounds.
* Must be able to set up outreach table, canopy, and supplies.
* Must be able to drive to office and community locations.

**To apply submit your resume and cover letter to:**

Susan Garcia, Community Health Worker Manager

Email: sgarcia@nccwb.org

**Please write in the Subject Line: Bilingual Community Health Educator Position**