



JOB TITLE: Outreach Coordinator, Smoke Free North State
DEPARTMENT: African American Family & Cultural Center
REVISION DATE: Feb 2019
HOURS: Per Diem
FLSA STATUS: Non-Exempt
EMPLOYMENT: At-Will/Regular
REPORTS TO: AAFCC Director
WORKS WITH: AAFCC Staff, Community Residents, Local & County Agencies
SUPERVISES: Outreach Worker

POSITION DESCRIPTION:

BASIC PURPOSE:

The mission of the African American Family Cultural Center (AAFCC) is to “empower and embrace African American families and community by reclaiming, restoring and revitalizing our cultural heritage, values and identity. The AAFCC is a place where people convene, connect and celebrate the essence of our community in order to bring about healing to create prosperous vibrant lives.”

This individual must have a passion and vision for reclaiming, restoring, and revitalizing African American families in the Southside community. He or she will be able to demonstrate personal involvement in fulfilling some aspect of the AAFCC Mission Statement within his/her life.

The essential duty for this position is to work under the supervision and direction of the AAFCC Director, this position will implement Objective 1 and help to coordinate the activities of Objective 2 of the Smoke Free North State scope of work.

WORKING RELATIONSHIPS:

Internal Relationships: AAFCC.

External Relationships: Community Members, Local & County Agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain professionalism in line with AAFCC policies and standards.
- Work in close partnership with the AAFCC Director, other AAFCC staff, to promote and support various AAFCC programs.
- Promote & support a variety of African American activities and events. These may include:
 - ✓ An African American Film Festival;
 - ✓ African American History and Culture Book Clubs;
 - ✓ Improvement of Mental Well Being through Art, including dance, drumming, creative movement, poetry, and creative writing;
 - ✓ Promote AAFCC activities and African American holidays, such as a Juneteenth African American Independence Day festival;
 - ✓ An annual talent show.
- Ensure that activities and events are designed to reach a variety of community members, including families, youth, elders, parents, single adults, etc.

- Provide outreach and marketing regarding all AAFCC activities and events to the Southside community and to all surrounding communities.
- Develop strong relationships with local and area media outlets to help promote Southside and AAFCC events.
- With the AAFCC Director and other AAFCC staff, develop brochures, pamphlets, PSAs, and websites to promote the AAFCC and other Southside activities and programs.
- Organize and maintain file systems.
- Attend staff meetings and other agency meetings as necessary.
- Perform other duties and special projects as assigned.
- Regular attendance.
- Implement all activities as listed under “Outreach Coordinator” for Objective 1. Some items listed as Project Director will be assigned at a later date.
- Coordinate activities for Objective 2 to ensure the successful completion of all activities.
- Collaborate with Butte County Tobacco Program staff to implement similar program components, as requested.
- Oversee and track direct program expenses.
- Attend appropriate trainings, orientations, educational presentations, conferences, etc.
- Coordinate and ensure the successful and timely submission of all required reports; and
- Other duties as required.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Knowledge of African American Culture.
- Experience coordinating classes, workshops, and/or events for a nonprofit organization, church, or other entity.
- Experience with graphic design of flyers, brochures, etc., desired but not required. Must be willing to learn and develop this skill as part of employee’s professional development plan.
- Residence in South side Oroville or strong ties to the community preferred.
- Position requires a minimum of a Bachelor’s degree in Health Education, Community Health, Public Health, etc. and at least one year work experience or education indicating an ability to fulfill the requirements of the position.

SKILLS:

- Skill in interacting with people of different social, economic and ethnic backgrounds.
- Skill in assessing and prioritizing a combine a variety of tasks, projects and demands with ease.
- Skill in working within deadlines to complete projects and assignments.
- work effectively under pressure and with interruptions,
- Skill in establishing and maintaining effective working relations with community members, and representatives from other agencies and function as a team member.

- Ability to coordinate, supervise and demonstrate positive leadership skills to paid and non-paid staff members. Demonstrated writing and speaking skills required.
- Skill in operating a personal computer utilizing a variety of software such as Microsoft Word; Windows XP; Excel, PowerPoint and Publisher; social media savvy;
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LANGUAGE ABILITY:

Ability to read and interpret documents. Ability to comprehend written and oral instructions. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions from co-workers, managers, clients, and the general public. Ability to speak effectively and clearly while on the telephone. ability to communicate well with diverse populations.

LANGUAGE SKILLS:

Ability to: read and discuss Tobacco Control program reports, state directives, research articles, and other materials; to communicate with individuals and community representatives in a professional manner, and make referrals as needed; record data for reports.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations, such as percentage, proportions, fractions, add, subtract, multiply, and divide. Ability to perform these operations using units of American money.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written and oral form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following lists physical demands an employee will perform on a regular basis:

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|----------------------------|---------------------------|
| Sitting | Reach with hands and arms |
| Walking | Talking and/or hearing |
| Viewing a computer monitor | Twisting |
| Keyboarding/Typing | On the phone |
| Reading | |

The following lists physical demands an employee may perform on an occasional basis:

- Standing
- Stoop, kneel crouch or crawl
- Handwriting
- Calculator/10-key

Lifting (average weight 25 lbs.)

100% duties are performed inside with climate control.

This position regularly requires being able to work at close vision (clear vision at 20 inches or less); distance vision (clear at more than 20 feet).

The typical noise level in the work environment of this position is of moderate notice. On occasion, you may be subject to a loud noise level from the accumulation of activity in the lobby area. Ability for auditory distinction during load peak times.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have certain physical abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.) using hands to finger, handling or feeling objects, tools, or controls and talking and hearing.

Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

TRANSPORTATION:

If use of your personal vehicle is necessary for AAFCC business, you will be responsible for keeping a mileage record and submitting it to your supervisor for reimbursement. Proof of current liability insurance on your personal vehicle must be provided at time of employment and when it expires. Personal vehicle insurance is the primary coverage in case you are in an accident in your vehicle while on business for AAFCC.

LICENSES/CERTIFICATES REQUIRED:

Possession of a valid California Driver's License. In addition, because of the nature of this position, access to a reliable vehicle and proof of appropriate vehicle insurance coverage is required.

WORK ENVIRONMENT – SOCIAL

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee shall work in a non-hostile work environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.

As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial with other employees, clients, community and vendors at all times.

PRE-EMPLOYMENT REQUIREMENT

Any offer of employment is contingent upon taking and passing a health screening/TB test. The examination assesses a candidate’s ability to meet the physical demands of the position with or without accommodation in accordance with applicable statues for applicants with disabilities. Any offer of employment is also contingent upon taking and successfully passing a criminal background investigation (fingerprinting/livescan); the guidelines set forth by the Department of Justice in accordance with the State’s Penal Code Section 11105.2. Applicants are encouraged to disclose and discuss their arrest history, if any, in regards to any offense that resulted in a lawful conviction. Reasonable consideration will be given where applicants can demonstrate a consistent period of rehabilitation of not less than seven (7) years. The AAFCC Outreach Worker will be required to undergo a finger print / live scan criminal history screening which will also be considered during the hiring process.

In addition, any offer of employment is contingent upon CPR & First Aid certification and having a DMV record that passes the criteria from the Agency’s insurance carrier, providing any necessary State License, Credential or Degree and receiving good valid rapports on reference checks.

Applicants who refuse to submit to testing or who do not pass all tests or provide required documents, will not be hired or retained in employment.

By signing this form regarding the job description outlined above, I am stating that I am able to perform the duties as outlined including the physical demands and required hours.

Employee Name (Print)

Employee Signature