



Vaccine Equity Outreach Coordinator

For new vaccine equity & access program

ABOUT SCI

Founded in 2002, SCI's mission is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. SCI helps communities develop the skills and tools needed to engage people to make a difference, with a priority on promoting youth success and healthy communities. Five full-time staff combined with 25 dedicated AmeriCorps members and strong partners enables us to serve over 20 Massachusetts communities and recruit thousands of volunteers each year. Major program areas include: Youth Development, Volunteer Outreach & Engagement, Online Engagement, Community Building, and ongoing COVID-19 Response.

ABOUT THE POSITION

The Activating Social Capital for Vaccine Equity (ASCVE) project is a new SCI project supported by Center for Disease Control funding. The project will build upon SCI's experience leveraging grassroots social networks in order to promote the "Vaccinate with Confidence" framework within the Boston area communities SCI serves that have been hard hit by COVID-19.

The Outreach Coordinator is a grant-funded, contract position that will assume day-to-day responsibility for implementation of the outreach strategies for the ASCVE project. This will include coordinating logistics, agenda and recruitment for each training session. The Coordinator will provide ongoing support to the Lead Ambassadors, implement SCI's vaccine related communications, and work with SCI leadership and partners on the over program development.

This position is contingent upon grant funding, which is currently secured through June 15, 2022.

RESPONSIBILITIES

- **Planning & implementing training sessions.** This will include recruiting participants to attend, organizing logistics and presenting along with other SCI staff & partners.
- **Providing training & support** for the individuals signing up as Lead Ambassadors.
- **Outreach & communications:** Implement a social media strategy and other communications to generate participation and awareness.
- **Data collection & funder reporting:** Collect data required for monthly reporting to the CDC.

REQUIRED SKILLS & EXPERIENCE

- Strong organizational & project management skills.
- Experience conducting community outreach or similar marketing experience.
- Strong writing & communication skills, including the ability to speak and write in Spanish as well as English.
- The ability to work in a culturally competent manner with a diverse group of community members and partners
- Comfortable speaking about one's own reasons for getting vaccinated.
- Able to work effectively both collaboratively & independently.

DESIRED SKILLS & EXPERIENCE

- Experience planning trainings and/or community events.
- Some ability to speak and write in Portuguese or Haitian Creole would be a bonus. Spanish is required.
- Digital marketing experience.
- Some background work and/or education in public health
- Grassroots community organizing experience.

ADDITIONAL REQUIREMENTS

- Able to work from SCI office and/or one of the priority communities (Dorchester, Chelsea, Lynn and Lawrence) 2 or 3 days per week.
- Availability on some evenings and weekends required for community outreach & trainings.

SALARY

The SCI outreach coordinator salary will be between \$38,000-\$41,000 commensurate with prior experience. The position is full-time, approximately 40-hours / week. Other benefits include 15 days paid time off in addition to SCI holidays, and a health insurance plan to be offered as of September. Expected start date is early July 2021.

HOW TO APPLY

To apply please send a resume and cover letter to drowley@socialcapitalinc.org, Attn: David Crowley, President.

Social Capital Inc. is an equal opportunity employer and welcomes ALL candidates regardless of race, ethnicity, religion, sex, gender, sexual orientation, or gender identity.

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