



LAC+USC Medical Center Foundation, Inc.
The Wellness Center at Historic General Hospital
1200 N. State Street, Suite 1008
Los Angeles, California 90033
www.thewellnesscenterla.org | Tel: 213.784.9191



Job Title: Community Engagement Coordinator (full-time, 40 hours per week)
Employer: LAC+USC Medical Center Foundation, Inc.
Place of Employment: The Wellness Center at the Historic General Hospital
1200 N. State St. Los Angeles, CA 90033
Reports to: Senior Program and Policy Manager, Tobacco Programs
Salary Range: \$23-29/hour depending on experience

ABOUT THE FOUNDATION AND THE WELLNESS CENTER: The LAC+USC Medical Center Foundation, Inc. (Foundation) is a nonprofit 501c3 established in 1993 to support the LAC+USC Medical Center and ensure its status as a leader in health and medicine, community care, education and research. The Foundation's flagship community benefit program is The Wellness Center (TWC), a community services resource hub located on the campus of the LAC+USC Medical Center in Boyle Heights. The Center houses offices and staff from more than 15 community-based organizations that help clients receive care and manage their health conditions. TWC's mission is to inspire and empower local residents and patients to take control of their own health and wellbeing by providing culturally-sensitive services and resources that enable prevention, address the root causes of disease, and improve health outcomes.

JOB DUTIES – PURPOSE AND SCOPE: The Community Engagement Coordinator plays a key role in the success of the Foundation and TWC by supporting the project deliverables under a grant with the Los Angeles County Department of Public Health (DPH) Comprehensive Tobacco Control Services. The grant purpose is to implement a Policy Adoption Model (PAM) based campaign to Reduce Second Hand Smoke in Multi-Unit Housing (MUH) through Smoke-Free Multi-Unit housing policies in selected jurisdictions - Council Districts 5, 6, 10, 11, and 13 in the City of Los Angeles.

The Community Engagement Coordinator will be responsible for shall be responsible for facilitating and implementing policy campaign activities, such as conducting outreach and engaging with key community stakeholders and residents, conducting one-on-one meetings and educational presentations, assisting with petition development, coordinating and facilitating local coalition meetings, developing educational materials and informational packets, providing public testimony; and developing, implementing, and regularly maintaining social media strategies and website content to disseminate key project messages.

The Community Engagement Coordinator will specifically be responsible for:

- 1) Supporting the Community Assessments led by the Project Coordinator
- 2) Liaising with Local Influencers and Allies in Council Districts 5,6, 10, 11 and 13
- 3) Building, Broadening and Sustaining the Community Coalitions
- 4) Coordinating the activities and outreach of the Coalitions
- 5) Training and supporting Coalition members in their activities including presentations and public testimonies
- 6) Working in close collaboration with the Youth Coordinator and the Media Coordinator to deliver all community-based and coalition-led policy campaign activities listed in the Scope of Work

The LAC+USC Medical Center Foundation works to ensure high quality health and wellness services are available to all Angelenos, to minimize barriers to good health, and improve the healthcare system that supports us all.



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REQUIRED QUALIFICATIONS: A minimum of two years of full-time paid experience working in the field of public health, public policy and or community organizing/advocacy with a minimum of year of paid experience implementing public health programs with a focus on community organizing and advocacy. Must be proficient in written and oral communication and have experience using Microsoft Office. The qualified candidate must have a Class C Driver's license and access to daily transportation for independent field work assignments on weekdays (daytime and evenings) and weekends (daytime and evenings).

DESIRABLE QUALIFICATIONS:

- Bachelor's or Master's degree in public health, public policy or related field.
- Familiarity with Los Angeles County agencies, including DHS, DMH, DPSS, DCFS & DCSS.
- Familiarity with public agencies and community based organizations in the proposed jurisdictions (City of Los Angeles and adjacent communities within Los Angeles County).
- Experience working in underserved, urban communities with large Black/Latino populations.
- Experience working with and developing community collaboratives and coalitions.
- Experience working with youth and community leaders/advocates.
- Spanish language skills.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Fluently speak and write in English.
- Great organizational, interpersonal, oral and written communication skills.
- Ability to write grammatically correct written correspondence, such as emails and memos.
- Office skills: Microsoft Office products, email, Internet, data-entry into electronic database, electronic scheduling, electronic referrals, answering telephones, voicemail, copy/scan/fax.
- Physical ability to sit for up to two hours at a time. Physical ability to walk up to ¼ mile. Physical ability to lift up to 20 lbs.
- Access to daily transportation for field work assignments.

EMPLOYMENT CLASSIFICATION AND REPORTING: The Community Engagement Coordinator is a full-time, non-exempt employee of the Foundation and is employed at-will. As an employee of the Foundation, the Community Engagement Coordinator is subject to the policies and procedures outlined in the Foundation Employee Handbook.

WORK SCHEDULE, LOCATION AND CONDITIONS: As non-exempt employee, the Community Engagement Coordinator is expected to work an average of 40-hours per week based on a preapproved schedule. Working hours will typically be Monday through Friday, with occasional evening and weekend hours as needed. The Senior Project Manager will spend time at the TWC offices with work conducted at locations within the community as needed.

The LAC+USC Medical Center Foundation, Inc. is an Equal Opportunity Employer. Qualified applicants with criminal histories will be considered for employment in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

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