



**LA General Medical Center Foundation, Inc.**  
*The Wellness Center at Historic General Hospital*  
1200 N. State Street, Suite 1008  
Los Angeles, California 90033  
[www.thewellnesscenterla.org](http://www.thewellnesscenterla.org) | Tel: 213.784.9191



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**Job Title: Community Engagement Coordinator (Full-time, 40 hours per week)**

This is a contract-funded position beginning in Winter 2023 with the possibility of continuing up to two additional years.

Employer: LA General Medical Center Foundation / The Wellness Center

Place of Employment: The Wellness Center at the Historic General Hospital, 1200 N. State St. Los Angeles, CA 90033

Reports to: Senior Program Manager and Policy Analyst for Tobacco Programs

Salary Range: \$23 to \$27 dependent on experience and qualifications

**About The Wellness Center:** The Wellness Center (TWC) is a community services resource hub located on the campus of the in Boyle Heights. TWC provides health navigation and social support services to patients of the Medical Center and community residents. TWC services are free and available to all, regardless of insurance, legal status or home address. 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.

**Program Description:** The Wellness Center has been contracted by the LA County Department of Public Health Division of Chronic Disease and Injury Prevention Tobacco Control and Prevention Program (TCPP), part of the Comprehensive Tobacco Control Services Division, to participate in Strengthening Tobacco Retail Licensing in the assigned jurisdictions of South Pasadena and South El Monte. In collaboration with LAC TCPP, the Community Engagement Coordinator will work to change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing youth access to tobacco products.

**Job Summary:** The Community Engagement Coordinator will help coordinate activities and services to achieve the objectives and goals as specified in the program's scope of work. The Community Engagement Coordinator is responsible for facilitating and implementing data collection and policy campaign activities including conducting key informant interviews, conducting outreach, engaging with key community stakeholders and residents, conducting one-on-one meetings and educational presentations, coordinating, facilitating local coalition meetings, developing educational materials and information packets, and providing public testimony.

*The LA General 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.*

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 the jurisdictions of South Pasadena and South El Monte
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 Community Liaison to deliver all community-based and coalition-led policy campaign activities listed in the Scope of Work

**Job Duties:**

- Be involved in the recruitment process of community members to participate in coalitions, adults and youth
- Support development of a strategic plan for community engagement strategies
- Support data collection efforts
- Conduct outreach and engaging with key community stakeholders and residents
- Expanding reach by participating in local community events within assigned geographic areas to promote events, campaigns, and resources
- Co-conduct convenings with subject matter experts, stakeholders and elected officials
- Disseminate multilingual information related to tobacco dangers in specific jurisdiction
- Conduct one-on-one meetings and educational presentations
- Support ongoing work to educate coalition members about the project goals, strategies, progress, and activities
- Create educational content
- Manage social media account/s
- Create PowerPoint presentations for meetings with coalition members and subject-matter experts
- Create fliers for events and meetings
- Knowledgeable in technology related items (e.g. Zoom, Google Slides, Canva, Microsoft Word/PowerPoint, etc.)

**Minimum Qualifications:**

- Two or more years of experience working with the public or with community groups in an outreach and/or education capacity, advocacy
- Outreach/Media experience
- Personal transportation or the ability to use an alternative method of transportation when needed to carry out job-related essential functions
- Ability to use web-based platforms for training and data entry
- Proficiency with computers and software programs
- Ability to maintain a professional, positive attitude and work ethic
- Excellent critical thinking and judgment skills

## **Desirable Qualifications:**

- Understanding of general health disparities and unique impact on communities of color, low-income communities
- Experience conducting community education and/or community groups
- Available to work evenings and weekends, as needed
- Ability to speak, read, and write the native language(s) of those you serve (e.g., English, Spanish)
- Community-based awareness and relationships within assigned areas

**REQUIRED QUALIFICATIONS:** The qualified candidate will have a Bachelor's Degree from an accredited college or university in public health, public policy and/or social sciences and at least one (1) year of full-time experience in the fields of public health, public policy and/or community organizing/advocacy. Additional hiring considerations will include preference given to candidates who are English-Spanish bilingual and with experience: 1) working in underserved, urban communities with large Latino youth populations; and, 2) working with and developing youth-driven collaborative and coalitions.

**EMPLOYMENT CLASSIFICATION AND REPORTING:** The Community Engagement Coordinator is a non-exempt employee of the Foundation and is subject to policies and procedures outlined in the Foundation Employee Handbook.

Successful applicants will demonstrate a commitment to cultural diversity and the ability to work with individuals or groups from diverse backgrounds.

## **SUMMARY INFORMATION**

- Non-Exempt position
- Hours: 8:30 AM – 5:00 PM unless otherwise agreed upon and/or on a case-by-case basis
- Regular Work Days: Monday through Friday
- Occasional evenings and weekends
- Reliable transportation required

The LA General Medical Center Foundation, Inc. is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, and/or criminal histories. All applicants will be considered for employment in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring, the County of Los Angeles Policy of Equity, and Foundation employment policies and practices.

Please contact [careers@thewellnesscenterla.org](mailto:careers@thewellnesscenterla.org) with your interest or to apply. Please email cover letter and resume, preferably as a single PDF with “Community Engagement Coordinator-TCPP, STRL” as the subject. We will be reviewing applications on a rolling basis until the position is filled. No phone calls please.