



JOB DESCRIPTION

Position: Vaccine Program Coordinator

Reports to: Political & Outreach Director

OUR WORK:

Colorado Organization for Latina Opportunity and Reproductive Rights (COLOR) & COLOR Action Fund (COLOR AF) are community-rooted non-profit organizations that works to enable Latinxs and their families to lead safe, healthy and self-determined lives by holding elected officials accountable to our issues and electing people who support our mission.

We value justice and equity for all people: creating awareness of intersectionality and the ways it is used to either support or marginalize Latinx people. We are a community rooted nonprofit working to create intergenerational opportunities and leadership. We model sex positivity and support Latinxs' right to make their own decisions.

SUMMARY OF POSITION:

The Vaccine Program Coordinator is a full time, exempt position reporting to the Political & Outreach Director. The position is based in Denver, CO. This position is responsible for coordinating deliverables for community outreach and engagement for a one year contract/grant with CDC Foundation Equity Alliance.

The CDCF grant is focused on building a strategic and tactical partnership between the three partners and networks that will improve vaccine hesitancy within communities of color in Colorado. Each organization will play a key role in extending outreach, building a network of on-the-ground and media partners, and leveraging the strengths each organization brings to the effort. Through the intentional formation of the Colorado Vaccine Equity Alliance (the Alliance), which includes COLOR, the Center for African American Health (CAA Health), and 9Health.

The position will represent COLOR in the partnership and will work closely with the 9health Vaccine Program Manager who is overseeing the partnership/project. This position will also work closely with COLOR leadership and key staff to develop the scope of work to ensure it aligns with COLOR's values and vision. The position is expected to be funded for 12 months, with potential continuation, dependent on additional grant funding.

RESPONSIBILITIES:

The position will fulfill a one year contract with CDC Equity Alliance that is focused on program coordination of three primary functions of the grant; coalition-building, vaccine access, and education & outreach.

- Educate Latinx community about the COVID vaccine by identifying and utilizing partnerships through the state.

- Create a digital communications campaign and work with our communications team to promote and plan COVID outreach events/field campaigns to communities that are currently and have been historically underserved and under-resourced.
- In conjunction and coordination with partner vaccine clinics, elevate access to vaccines in underserved Colorado communities.
- Building on the strengths of the three partners, manage the development of coordinated vaccine and preventive health education content, distribution, and outreach, including:
 - Co-creation of a joint response plan to on-going and emergent community needs
 - Co-creation of culturally and linguistically relevant communication pieces around COVID-19 vaccine, access, and hesitancy
 - Co-generating a network partnership map of Colorado, initially identifying cross-mapping the core partners' networks

REQUIRED QUALIFICATIONS:

- Minimum of two years of job-related experience
- Strong verbal presentation skills, exceptional writing, editing and communication skills
- Strong familiarity with Google Docs, various Socials Platforms, Wordpress, Wix, and Email.
- Excellent attention to detail, organizational skills, and ability to prioritize.
- Bilingual (Spanish) *required*
- Self-starter, a quick learner and able to prioritize multiple projects
- Highly organized and detail-oriented
- Team player with a positive, professional, and reliable demeanor
- Passion for the 9Health mission is critical, health education background desirable
- Knowledge of traditional and digital marketing tools and experience with research methods using data analytics software
- Able to occasionally lift up to 25 pounds
- Valid driver's license and good Motor Vehicle record

SPECIAL INSTRUCTIONS TO APPLICANTS:

This position will work primarily remote until it is safe to resume regular office hours. Flexible work schedule when evening and weekend hours are required. Some in-state travel is required.

COMPENSATION:

Salary range based on experience is \$45,000 to \$47,000 with a competitive benefits package.

HOW TO APPLY:

Position open until filled. Please send resume and cover letter to info@colorlatina.org and write *Vaccine Coordinator* in the subject line.