

AMERICAN LIVER FOUNDATION
COMMUNITY OUTREACH AND EDUCATION MANAGER
TEXAS DIVISION
PART-TIME POSITION
(21 HOURS WEEKLY)

The American Liver Foundation (ALF) is the nation's leading non-profit organization promoting liver health and disease prevention. ALF provides research, education, support services and advocacy for those affected by liver-related diseases.

PRIMARY FUNCTION/PURPOSE:

The Community Outreach and Education Manager at the American Liver Foundation's Texas Division is responsible for the planning, implementation and evaluation of mission delivery activities in Dallas, Texas. The Community Outreach and Education Manager reports to the Division Executive Director receives direction, training and support from the National Director, Programs and works collaboratively with all other COEM division staff as well as other national and division staff.

This is a part-time grant-funded position (2 years) that works for the American Liver Foundation but will share a designated amount of time with the Viral Hep Coalition in Dallas. The focus of the position will be to present ALF Viral Hep programs and coordinate the logistics of the annual Ask the Expert programs in the Dallas area.

Major Duties and Responsibilities:

- Through community outreach efforts, build successful and long-term relationships with community-based organizations for implementing mission delivery activities and facilitating other opportunities for American Liver Foundation partnerships.
- Serves as the primary community health educator for the Division. Plan, implement and evaluate all educational programs for the public, patients and healthcare/social service professionals. Programs will include American Liver Foundation's Community Education Programs: Love Your Liver, Teens to Twenties, Liver Wellness, Viral Hepatitis and the Division specific programs that meet the needs of the communities served by the Division.
- Identify, recruit and train volunteer speakers (health professionals and lay people) to assist with speaking and outreach efforts, with attention to language, cultural, geographic and other considerations as dictated by the populations being served.
- Meet the implementation standards for each program in the defined timeframe and generate program growth.
- Ensure completion and collection of participant evaluation forms for each program. Summarize and analyze evaluation results.
- Participate and lead liver-disease advocacy efforts by coordinating advocacy summits, letter writing campaigns, participating in local/regional coalitions, etc.
- Coordinate outreach activities, such as health fairs, community meetings, lunch and learns, etc. to raise awareness about liver wellness and liver disease.
- Maintain accurate records and data for all mission delivery activities; aggregate data and share with National Office for inclusion in organization-wide data reports.
- Other tasks, as assigned

Knowledge, Skills and Abilities:

- Self-starter and highly motivated and extremely detail oriented.
- Excellent interpersonal, communication, presentation and organizational skills.
- Ability to handle multiple projects simultaneously. Ability to prioritize and organize activities while working within deadlines.
- Ability to cultivate relationships with diverse populations.
- Ability to train, motivate and supervise volunteers and/or interns
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Publisher).
- Social Media knowledge and ability a plus.
- Bi-Lingual ability a plus.

Education: Bachelor's Degree in Health Promotion and Education, Social Work or the equivalent in education, training and experience. Related Master's degree a plus.

Experience: At least one to two years of related community health program planning, implementation or evaluation experience, or other work directly related to mission delivery with not-for-profit organizations.

An understanding of liver disease a plus.

Work Environment:

- Must be willing to work a flexible schedule including some nights and weekends.
- Must be able and willing to lift and move program and/or event related materials weighing up to 25 lbs.
- Valid Driver's License and willing to drive a personal and/or rented vehicle as needed.

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The American Liver Foundation (ALF) will aspire to involve every segment of the community in every aspect of its work and will demonstrate its commitment to and accountability for an inclusive environment in which differences are recognized, respected, valued and celebrated.

Please submit your application, including resume, cover letter, salary requirements, and references to: tmedlin@liverfoundation.org