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 is responsible for the planning, implementation, evaluation and fundraising of all mission delivery activities within a Division area. The Community Outreach and Education Manager reports to the Division’s Executive Director and receives direction, training and support from the National Director, Programs. S/he works collaboratively with all other COEMs throughout the country as well as other national and division staff.

**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 collaborations and 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, etc.
- Work together with the Executive Director and Greater New York Medical Advisory Committee in order to plan 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.
- Coordinate support services for liver patients:
  - Make referrals to the National Helpline.
  - Proactively engage in problem-solving issue resolution with callers, as needed and appropriate.
  - Coordinate/promote American Liver Foundation support groups and/or direct individuals to support groups as needed.
  - Provide information, referrals and local resources as requested.
- Participate and lead liver-disease advocacy efforts by coordinating advocacy summits, letter writing campaigns, participating in local/regional coalitions, etc.
- Identify and secure liver patient stories for use in both national and local press outreach as well as social media outreach.
- Coordinate and/or participates in 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. Summarize and analyze evaluation results.
- Ensure accurate and up-to-date mission delivery information on Division webpage and other Division materials, communications and publications, as well as fundraising event scripts and announcements.
- Actively participate on the monthly Program Call, led by the National Director, Programs.
• Under the direction of the Executive Director and in coordination with the National Senior Director, Development, research and identify funding sources (new and existing). Secure program funding needed via funding proposals, grant applications and letters of request, etc. to meet the Division’s program budget and business plan objectives.
• Meet all assigned budgeted revenue and expense projections related to Programs.
• Actively participate on the monthly Program Call, led by the National Director, Programs.
• Under the direction of the Executive Director and in coordination with the National Senior
• Assist the Special Events team by attending all special events that require Program representation and/or support.
• Other tasks, as assigned.

Knowledge, Skills and Abilities:
• Self-starter, highly motivated and extremely detail oriented.
• Excellent interpersonal, communication, presentation and organizational skills.
• Ability to effectively work independently as well as work well within a team.
• 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, Public Health, Social Work or other related field or the equivalent in education, training and experience. Related Master’s degree a plus.

Experience: A minimum of one or 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 willingness to drive a personal and/or rented vehicle as needed.
• Position is located in the division’s office and may not be performed remotely.

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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 send cover letter, resume, and salary requirements to Veronica Perez, Executive Director, Greater New York Division at vperc@liverfoundation.org