



SEPA Mujer

SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF WOMEN

POSITION TITLE: Project Coordinator
REPORTS TO: Program Officer
Hours/Week: 40 hrs (Full Time)
FLSA Definition: Exempt

About SEPA Mujer

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement, and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights, and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work, and action-oriented engagement.

About the Role

The Project Coordinator will play a crucial role in implementing the Health Equity and Advocacy Leadership (HEAL) Cohort successfully. This position requires strong organizational, communication, and interpersonal skills, with a focus on community engagement and project management.

Responsibilities:

- Community Outreach & Recruitment:
 - Coordinate with partnered local organizations to schedule presentations and recruit participants for the HEAL Cohort.

- Develop and implement a strategic outreach plan to reach potential participants, including grassroots efforts, social media campaigns, and community events.
- Recruit participants for monthly workshops and maintain accurate participant records.
- Program Development & Implementation:
 - Create and facilitate engaging workshops covering topics such as health literacy, patient rights, digital literacy in healthcare, culturally tailored health education, accessing language services, and social determinants of health.
 - Develop and maintain a schedule for workshops and other program activities.
 - Conduct health-cultural competency training for healthcare leaders.
 - Collect and analyze participant feedback to improve workshop effectiveness.
- Community Engagement & Partnerships:
 - Work with the Senior Organizer to develop and maintain relationships with community partners, including local health organizations (e.g., Sun River Health, Stony Brook Northwell Health).
 - Connect HEAL Cohort participants with relevant resources and services, including legal assistance.
- Program Evaluation & Reporting:
 - Track project progress and outcomes, including participant attendance, engagement, and satisfaction.
 - Prepare reports and presentations on program activities and outcomes.
 - Conduct a graduation ceremony for the HEAL Cohort.

Qualifications:

- Bachelor's degree in public health, social work, community health, or a related field preferred.
- 1-2 years of experience in community outreach, program coordination, or a related field.
- Strong organizational, time management, and interpersonal skills.
- Excellent written and verbal communication skills in both English and Spanish.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Experience with data entry and data analysis preferred.

- Strong commitment to health equity and social justice.
- Ability to work independently and as part of a team.

Benefits:

- Competitive salary and benefits package.
- Health insurance coverage after three months of employment.
- Vision and Dental insurance coverage.
- Flexible Spending Account (FSA)
- Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year. (see handbook for details). Five additional PTO dates will be offered as a Wellbeing / self-care package.
- Professional development opportunities.
- A dynamic and inclusive work environment.
- The summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.
- Holiday Vacation: The office is closed from December 24th to January 1st.

To Apply:

Please submit your resume and cover letter to jobs@sepamujer.org with "Project Coordinator - HEAL Cohort" in the subject line.

Deadline to Apply: January 30th, 2025

Equal Opportunity Employer

SEPA Mujer is an equal-opportunity employer and values diversity. We encourage all qualified candidates to apply, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.