

Health Education Coordinator

Bradbury-Sullivan LGBT Community Center is a non-profit organization that provides cultural, community-building, health, youth, and Pride programs to strengthen and support the LGBTQ+ community across the region. Founded in 2014 and opened in 2016, Bradbury-Sullivan LGBT Community Center has become a leader in advocating for the health and social needs of LGBTQ+ people while addressing barriers to care.

Hours: 40 hours per week. Standard business hours at the Center are 10-6, but this position will have the flexibility needed to adjust the work schedule to host educational workshops and attend community outreach events outside of those hours, which may include evenings and weekends.

Position Summary: The Health Education Coordinator is responsible for direct outreach, engagement, and education of LGBTQ+ youth (ages 12-18) and adults in support of Bradbury-Sullivan LGBT Community Center's health promotion programs. Our current programs focus on tobacco, cancer, sexual health, COVID-19, and access to affordable health insurance coverage. The position works collaboratively as part of a health programs team to promote a high quality of health for LGBTQ+ people in Pennsylvania. The position reports to the Health Equity Programs Manager.

Key Responsibilities:

- Develop and deliver health education presentations on a variety of topics at community sites including schools, public libraries, faith-based organizations, and other community organizations
- Engage LGBTQ+ middle school, high school, and college-age youth in tobacco education and advocacy; recruit and support other youth-serving professionals across the state to do so as well
- Implement direct outreach strategies at pride festivals and other community events across multiple counties in Eastern Pennsylvania
- Maintain timely reporting on all outreach activities, and submit monthly narrative reports outlining progress towards goals
- Represent the center at coalition meetings for various health programs grants
- Stay up to date about trends in LGBTQ+ health through professional development, networking opportunities, and conferences
- Participation in department and all-staff meetings
- Additional duties as assigned

Qualifications and Characteristics

- Energy, enthusiasm, and motivation to ensure high-quality health education programs for the LGBTQ+ community in Eastern PA

- Passion for serving and advocating for historically underrepresented and marginalized communities, including LGBTQ+ community members, people living with HIV, and BIPOC communities
- Skills and confidence in public speaking, relationship-building, and community outreach
- Ability to take initiative and work well independently and as a member of a team in a fast-paced, deadline-driven environment, and be able to prioritize and manage multiple tasks effectively and efficiently
- Organized, detail-oriented and self-driven
- Skilled in use of Zoom and Google apps including Sheets, Docs, Forms, and Slides

Requirements

- Cultural competency around LGBTQ+ communities, including at the intersection of race/ethnicity, gender, and disability is essential.
- A passion for LGBTQ+ health equity and LGBTQ+ human rights is essential.
- Child Abuse, State Police, and FBI background checks are required for this position.
- This position is required to drive to different locations across Eastern Pennsylvania; a driver's license and personal vehicle is required.

Preferences

- Bachelor's degree in public health, social work, education, gender studies, psychology, or a related field
- CHES or CPH or related certification or experience
- Previous experience working at a community-based non-profit organization
- Spanish-language spoken and written proficiency preferred but not required

Benefits/Compensation

This is a full-time position with an hourly rate of \$18.50. Bradbury-Sullivan LGBT Community Center offers health, dental, vision, life, short-term and long-term disability insurance and offers an SEP/IRA retirement plan, credit union access, and vacation time. Excellent working environment in downtown Allentown, PA within walking distance of numerous restaurants and cafes, arts and culture organizations, and more.

Our goal is to be a workplace that is representative of the community we serve.

Bradbury-Sullivan LGBT Community Center has a non-discrimination policy and we welcome applications from lesbian, gay, bisexual, and transgender people, Black, Indigenous, and other people of color, people living with HIV, people with disabilities, and gender minorities.

Bradbury-Sullivan LGBT Community Center is a ban-the-box organization. If you are a member of an underrepresented community, you are encouraged to self-identify in your cover letter. The candidate who best meets the job qualifications and needs of the organization will be selected for the position.

The position is open immediately and applications will be considered on a rolling basis.

To apply for this position, please email your résumé, a responsive cover letter, a writing sample and list of three references as ONE document in PDF format to: Sharon Brotzman, Administrative Manager, Sharon@bradburysullivancenter.org.