



Job Description Community Outreach Liaison

The HEAL Project **Community Outreach Liaison** (COL) will undertake activities to promote the health and lifestyle objectives of our classroom curriculum with the parents and families of HEAL students. The duties of the COL may be conducted in the classroom, on our school campuses and in the community, during the school day as well as some evenings and weekends. The COL will represent The HEAL Project (THP) in both school & community activities with specific outreach focused on our Latino and need-based population.

Responsibilities include but are not limited to:

- Will work with THP Instructors at all sites to identify and actively recruit Latino parent/family members to individually observe/participate in their child's HEAL class providing translation if needed during their class visit.
- Will recruit and engage members of the target community to attend/participate in THP events/activities and any relevant events where THP is in attendance. Will convey positive image of THP programs and collect/prepare visual presentation materials in Spanish language for tabling displays, etc. designed to support the adaption of THP's classroom objectives to be practiced in the home.
- Will identify and pursue opportunities to access, inform and engage parent and adult family members within the target community, representing THP at meetings, events, i.e. ELAC, Migrant Ed, SIPA, Fiesta, local food distribution, Farmer's Market, etc. May occasionally collaborate with other community organizations who also serve the target population.
- Will use THP sign in sheets or other approved protocols to document attendance at THP represented events. Will build a MAILING LIST of snail mail and email addresses of Latino parents and community members, available for sign up at all THP tabling and sponsored events.
- COL activities will be implemented under the direction of the THP Executive Director. The COL will work with the E.D. to define best practices/approaches in reaching the target need-based community; will provide feedback as to cultural relevance of HEAL curriculum.
- Communicate weekly with the ED via email to provide a *brief* synopsis of week's activities

Other requirements:

- Must be bilingual in English and Spanish
- Must have own transportation to work at varied coastside locations and possess a current California Driver's license
- Basic computer/communication skills
- Must comply with C.U.S.D. requirements and complete fingerprint/background check

Open: Now

This is a part time position, based in Half Moon Bay, 8-10 hours per week, throughout the school year.

Pay: \$18/hr

Send resume to: kimb@thehealproject.org