

Outreach Coordinator
37 Hours per week
Florence with work in four counties

Tapestry is committed to providing compassionate, community-based health care to some of the most vulnerable individuals in our region. We are passionate about providing non-judgmental sexual and reproductive health care, syringe access and disposal, overdose prevention and education, HIV/ AIDS prevention and care, and WIC family nutrition.

Under the direction of the Director of Sexual Reproductive and Health, the Reproductive and Sexual Health Outreach Coordinator will develop and implement effective strategies to reach Tapestry sexual and reproductive health program's target populations with reproductive health education, as well as promote the agency's sexual and reproductive health in all four counties of Western Massachusetts. This position also will recruit, train and supervise interns and volunteers for outreach events to the community.

Minimum Required Qualifications:

- Two-year college degree or relevant experience.
- One-year experience providing health education.
- Ability to work with a diverse population.
- Valid Driver's license.
- Access to reliable transportation.
- Strong written and verbal communication skills.
- Strong Computer skills and use of computer programs such as power point.
- Supports the mission and goals of the agency.

Preferred Experience, Skills and Education:

- Bachelor's degree.
- One-year experience reproductive health.
- Previous experience in group presentations.
- Knowledge of Western Mass Community and local youth services/programs.
- Bi-lingual Spanish/English.

Duties and responsibilities:

- Provide educational outreach programs/presentations on pertinent health topics in schools and other community based settings, including special outreach project and events.
- Develop curriculums on topics relevant and appropriate to the audience.
- Develop and maintain cooperative relationships within the community, including seeking new outreach opportunities.
- Provide reports on outreach activities for grant reporting.
- Participate in any grant related meetings, evaluations and conferences as necessary.
- Identify clients in need of Tapestry and other human services and make appropriate referrals.
- Recruit, train and supervise interns and volunteers.

- Attend and participate in appropriate community meetings and committees.
- Attend staff meeting, and other meetings and trainings as necessary.
- Alert supervisor of any indications of abuse or neglect of a minor so that DCF can be notified.
- Other duties as assigned.

Working Conditions:

Job requires occasional interaction with challenging people in schools and other public settings.

Job requires occasional nights and weekends.

Physical requirements:

- Able to sit at a desk to use computer, general administrative duties and make phone calls for up to 4 plus hours per day.
- Able to stand for up to 4 plus hours per day.
- Able to sit for 4 plus hours per day.
- Able to walk to offices within the clinic sites to deliver services.
- Able to drive for up to 2 hours per day.
- Able to lift and carry up to 50 pounds.

Direct Reports:

Interns and Volunteers

If you are interested in joining a diverse team focused on providing innovative, front-line health care, apply by submitting your cover letter and resume to resumes@tapestryhealth.org or by mailing them to:

Tapestry
Attn: Human Resources Dept.
296 Nonotuck Street, 2nd Floor
Florence, MA 01062

Tapestry provides a comprehensive benefits package to eligible employees, which includes: medical, dental, vision, FSA, 100% employer paid LTD/ADD/life insurance, tuition remission and an Employee Assistance Program.

Tapestry is an Affirmative Action/Equal Opportunity employer.