

## **Job Description -- Bilingual Outreach and Education Coordinator**

Legal Council for Health Justice (Legal Council), located in downtown Chicago, seeks a Spanish-speaking Outreach and Education Coordinator to work with its Children and Families programming to train providers and families on childhood lead burden.

Founded in 1988, Legal Council finds legal remedies for discrimination, disadvantage, and disparities in health, equity and well-being across the lifespan of Illinoisans impacted by life-changing medical conditions. Its staff have achieved successes through direct legal representation and high impact litigation, administrative and legislative advocacy, and by providing training to and collaborating with other advocates who are working towards the same goals. Legal services are delivered through collaborative efforts with safety net providers: health and human services staff are trained to recognize patients' legal problems, and Legal Council staff serve those referred by medical partners.

**Job Description:** The Outreach and Education Coordinator will engage and train medical providers, therapists, disability coordinators, and families, among others, to improve awareness of prevention, screening, and novel approaches to respond to lead-exposure among very young children statewide. Statewide travel approximately 20% required.

### **Principal Responsibilities:**

- Develop and disseminate resources to support providers (Early Intervention, home visiting, health departments, physicians, etc.) to better serve lead-exposed children and their families;
- Manage inventory of education materials and maintain current information on Illinois lead prevention services, resources and supports for lead-exposed individuals;
- Maintain and assist in coordinating training credits for providers;
- Coordinate parent/guardian recruitment, education, and outreach activities;
- Manage revisions/updates to Service Guidelines for lead-exposed children;
- Attend relevant meetings/events sponsored by partner organizations, lead prevention committees, EI, etc. to maintain a working knowledge of evolving community needs;
- Support collaborative work with government agencies to establish best practices, policy changes, and outreach;
- Participate in qualitative evaluation of education and outreach materials/activities and as needed in quantitative evaluation of child and family outcomes;
- Assist Evaluation team in developing a plan to disseminate data to the community.
- Write and submit quarterly work plans and monthly reports;

### **Specific Job Requirements:**

- Bachelor's degree; emphasis in health or public health, early childhood education, social work, grants-management, or other non-profit related field;

- Bilingual in English and Spanish;
- Proficiency with Google Drive and Microsoft Office Suite applications including Word, Excel, Outlook, and PowerPoint;
- Excellent verbal and written communication skills;
- Self-motivated, team player with the ability to meet deadlines, remain flexible, work collaboratively and adjust to changing priorities;
- Strong organizational and analytical skills and adept at managing multiple priorities;
- Willingness and ability to travel across Illinois (must have access to a car);
- Demonstrated commitment to social justice advocacy.

**Preferred:**

- Two to three years of experience in not-for-profit agency/activities;
- Knowledge of early childhood issues, lead prevention, and/or Early Intervention;
- Experience working with individuals from diverse cultural and linguistic backgrounds;
- Experience building partnerships across organizations;
- Presentation and/or public speaking experience;
- Experience developing and executing outreach plans;
- Experience developing and disseminating communications materials.

**How to Apply:** Please email a resume, compelling cover letter, writing sample, and contact information for three references to Amy Zimmerman at [job@legalcouncil.org](mailto:job@legalcouncil.org) with the subject line "Bilingual Outreach & Education Coordinator."

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender, and Veterans are welcomed and strongly encouraged to apply.

**Timeframe and Salary:** Salary and benefits commensurate with experience.

**Submission deadline:** Position is open until filled.