



Looking for Work That Matters?

We're Hiring! Join Our Team.

We are Accepting Applications for the Following Position: **Maternal and Child Health Community Outreach Coordinator (10539)**

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com.

POSTING DATE: 06/03/2025

APPLICATION DEADLINE: 06/17/2025

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: T.O. Vinson Health Center

DIVISION/DEPARTMENT: Community Health -MCH

SALARY INFORMATION: \$ 36,954.85 Annually / Pay Grade G / Job Code GSP121

DUTIES: Under limited supervision, the Maternal and Child Health Community Outreach Coordinator will support grant-specific program activities. This role involves coordinating and attending outreach events, disseminating accurate health information, facilitating communication between DeKalb Public Health and partnering organizations, and recruiting participants from priority populations. General office setting – The candidate will spend time in the office. Community outreach is a large focus of this position; therefore, the candidate will spend time out in the community conducting community outreach and/or supporting outreach events. In addition, the candidate will be required to work some weekends and evenings (Provide their own transportation to conduct outreach events).

TYPICAL TASKS:

- **Coordinate Outreach Activities:** Organize recruitment events and attend health fairs to engage community members and partners.
- **Event Planning:** Research and implement outreach events centered around various Maternal Health Observance Months.
- **Partner Collaboration:** Communicate and work with partners to host and execute events, trainings, and educational outreach activities.
- **Promotional Material Management:** Ensure that flyers and promotional materials for all coalition events and trainings are created and distributed.

- **Liaison Duties:** Serve as the liaison between DeKalb Public Health and diverse community partners, facilitating collaboration, maintaining regular communication, and providing updates on project progress.
- **Survey Administration and Data Analysis:** Utilize software to disseminate and collect weekly surveys from community members.
- **Communications Support:** Assist in the development of communications materials and share information across partnering organizations.
- **Report Preparation:** Prepare reports to be submitted on time to the appropriate entities, such as local partners, county, state, or federal agencies.
- **Supervision:** Perform work with moderate supervision from mid- and senior-level staff.
- **Trainings:** Regularly attends and participates in supervisory and program staff meetings, in-services, and internal work groups.
- **Availability:** Must have weekend availability.

MINIMUM QUALIFICATIONS: High school diploma/GED and (1) year of experience in a support role providing coaching, mentoring, or related job duties and knowledge of functional business area where training is to be provided.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants who:

- Bachelor's degree in public health, health education, community engagement.
- Bilingual preferred
- Strong communication and interpersonal skills.
- Minimal experience in analyzing and interpreting data
- Experience in community outreach and engagement.
- Ability to work independently and manage multiple tasks.
- Proficiency in data collection and analysis.
- Knowledge of maternal and child health issues is preferred.
- Available during the weekends and evenings
- Experience in building community partnerships
- Proficient in Excel, PowerPoint, Microsoft Word, and other Microsoft Programs

NOTE: Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](https://www.jobopportunities.com/) If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: jannise.gray1@dph.ga.gov.

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.