

Eastern Region Outreach Coordinator (2-year grant funded position)

The Eastern Region Outreach Coordinator, a part-time position (10 – 15 hours per week), will provide risk reduction programming in the St. Louis community (intentionally targeting the African American community) to reduce the risk of infant death and promote safe sleep for babies. St. Louis City and County, Jefferson County, and St. Charles County will be geographic areas covered by the person in this position as required by grants and presentation requests. Occasional coverage in rural areas may be required. Community networking will be an essential task of this position.

Responsibilities:**Professional and Community Education**

- Organize and facilitate activities of Infant Safe Sleep throughout the community. Coordinate volunteers in the implementation of tasks to reduce the risk of SIDS/SUID and other infant death.
- Identify and recruit appropriate community leaders in the St. Louis Metropolitan area to participate in Infant Safe Sleep activities.
- Maintain communication with Program Partners.
- Maintain social media accounts.
- Attend and participate in meetings of other organizations, health fairs and other community events in the St. Louis Metropolitan area to promote awareness of SIDS, safe sleep for babies, and risk reduction messages.
- Schedule and present educational programs to professional, expectant parents and community groups in the Eastern region service area.
- Disseminate information on SIDS, SUID risk reduction and bereavement services to professionals and community members.
- Disseminate Pack n Plays throughout the community.
- Maintain database of demographic information for Pack n Play recipients.
- Work with the Executive Director and other program staff to develop content for culturally competent educational materials.
- Other duties as assigned.

Qualifications

1. Prior presentation/teaching experience
2. Strong verbal and written communication skills.
3. Ability to coordinate and manage multiple large projects.
4. Strong organizational skills and ability to manage, prioritize and follow through on multiple tasks.
5. Knowledge of community resources.
6. Ability to travel by car throughout service region.

Reports to: Executive Director

Conditions: Flexible hours, requires some weekend and evening hours. Travel by car throughout service area.