**Open Cities Health Center, Inc.**

**JOB DESCRIPTION**

**JOB TITLE: PROJECT COORDINATOR (NUBIAN MOMS)**

**JOB CLASS: EXEMPT REPORTS TO: DIRECTOR OF MARKETING & DEV.**

**JOB RESPONSIBILITIES:**

Under the supervision of the Director of Marketing and Development, the Project Coordinator is, responsible for the overall coordination of the Nubian Mom’s project. He/she works within the guidelines, policies and mission of OCHC and will be accountable and responsible for specific projects as assigned.

**Project Coordinator Responsibilities**

* Liaising with the community to build patient base comprising of African American women of reproductive based for the program.
* Work in the community to engage African American women of reproductive age in the program.
* Provide education about the program to cultivate interest for participants in the project
* Leading performance monitoring and evaluation of the project
* Provide community outreach to link those identified as “at-risk” for low birth rate babies to receive support services through Nubian Moms.
* Attend and participate in collaborative events and meetings.
* Provide monthly reports and data about the progress of the project.
* Coordinate integrated care referrals to providers for patients on the project
* Implement project activities as it aligns with the project.
* Coordinate care management plan for patients on the project.
* Create a project management calendar for fulfilling each goal and objective.
* Being point of contact for various working groups

**Minimum** **Qualifications**

• Proven experience as a community health and project coordinator

• Good understanding of office management and outreach process

• Demonstrable ability to multi-task and adhere to deadlines

• Well-organized with a customer-oriented approach

• Excellent knowledge of MS Office, power point and publisher

• Exquisite communication and people skills

• High School diploma; BSc in Public Health or relevant field is a strong advantage

**Special Skills:**

Exceptional oral, written and presentation abilities, Self-starter with strong initiative, problem solving and analytical skills. Strong planning, execution and analytical skills. Valid driver’s license and reliable transportation, appropriate level of auto insurance

**Other Requirements:**

Must be confidential in all business related matters, and must present a professional image,

I have read the above job description and fully understand the requirements set forth. I hereby accept the position of Marketing Assistant of Open Cities Health Center, Inc., agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

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Employee Signature Date

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Signature of Supervisor Date