



About AMPHS

The Academy of Medical & Public Health Services (AMPHS) is a not-for-profit health service organization based in Sunset Park, Brooklyn with a triple aim to identify barriers to health and wellness in underserved immigrant communities; coordinate truly needed primary care with social assistance; and deliver care with dignity and empathy to marginalized New Yorkers. Through its community public health interventions, AMPHS lends to the empowerment of individuals and communities to create their own local and culturally-sensitive health and wellness paradigms.

Equally important to promoting disease prevention are our services tackling social determinants of health and barriers to care. Currently, AMPHS focuses on primary programs: health screenings, wellness consultations, care coordination, social services, literacy classes, and immigrant rights education. Together, these services create a safe, open environment where local residents can discuss health and social concerns and seek care without regard to socioeconomic status, ethnicity, documentation status, and any other discriminatory factor.

Since it was founded in 2010 as an organization run entirely by volunteers, AMPHS has grown to an organization of over 30 dedicated volunteers and staff looking to make a difference in their communities, serving thousands of individuals per year. It is active in various healthcare and immigration coalitions and its work has been featured in renowned media outlets.

For more information, please visit www.amphsonline.org.

Position Description

The Coordinator, Outreach and Policy Initiatives plays a key role in the analysis of policy changes related to AMPHS' programming, developing advocacy and policy partnerships, and implementing special policy initiatives, such as public charge and Census 2020. He or she will also be responsible for overseeing organizational outreach, including outreach strategies related to AMPHS programs and special policy initiatives. The ideal candidate is a seasoned program manager and outreach organizer, and an exceptional communicator, relationship manager, and facilitator. He or she will also be responsible for managing a team of outreach staff and AMPHS' social media and outreach channels. The candidate will identify and contribute to the development and execution of innovative solutions to grow program capacity and expand outreach within vulnerable immigrant populations. The Coordinator of Outreach and Policy Initiatives reports directly to the Chief of Staff.

Primary Responsibilities:

Coordinate and implement organization-wide outreach strategies

- Develop an outreach plan for AMPHS' hard-to-reach communities
- Manage AMPHS' day-to-day communications strategy, including social media, newsletter, mass texting and grassroots outreach channels
- Build and maintain community partnerships to enhance collaborative outreach efforts



- Oversee a team of outreach organizers

Oversee implementation of special policy and advocacy projects

- Represent AMPHS in local and statewide discussions regarding special policy initiatives and advocacy projects
- Develop outreach strategies to engage stakeholders in such policy discussions
- Maintain relationships with local elected representatives

(Until June 30, 2020) Oversee AMPHS' census engagement and outreach plan to educate community members about the significance of the census and census self-response; identifying and dismantling barriers to census participation; asking and encouraging New Yorkers to self-respond to the 2020 census; and connecting them to the tools and resources they need to self-respond.

- Serve as the point of contact to coordinate with NYC Census 2020 and oversee AMPHS' census engagement and outreach plan;
- Track census engagement activities using both qualitative and quantitative methods and report to NYC Census 2020;
- Ensure that AMPHS' census engagement team adheres to all data security and privacy protocols around census engagement;
- Supervise volunteer recruitment and training.

Minimum Qualifications:

- Bachelor's degree and 3-5 years of supervisory/organizing experience preferred; advanced degree in management or health-related field desirable (e.g. MPP, MPA).
- Written and oral fluency in Spanish and/or Chinese desirable.
- Experience in community engagement, campaign work, or other forms of direct outreach
- Strong leadership, interpersonal, and relationship management skills;
- Excellent communication, project management, and multi-tasking skills;
- Experience with data management and reporting;
- Demonstrated cultural competence with respect to South Brooklyn Latino, Chinese, and Muslim communities.
- Understanding of New York City's diversity and experience working with people of diverse backgrounds;
- Proficiency in use of technology such as laptop computers and tablets;
- Ability to excel in a highly dynamic, diverse and entrepreneurial environment.

Time Commitment:

- This is a full-time position that requires Saturday availability and occasional weekday evenings for community meetings. AMPHS' office is closed on Sunday and Monday.
- This position is effective until June 30, 2020, with opportunities for renewal thereafter.

Compensation:

- AMPHS offers a compensation package including subsidized healthcare plans, professional development opportunities, and generous time-off policies. There are opportunities to learn from industry experts to help you advance in the field of public health, health and education policy, immigration and nonprofit administration.



**ACADEMY OF MEDICAL &
PUBLIC HEALTH SERVICES**

**Coordinator,
Outreach and Policy Initiatives**
Job Description

To Apply

Please submit a copy of your cover letter, resume, 1-2 page writing sample, and most recent transcript (if still in school or recent graduate) to personnel.resources@amphsonline.org. Rolling applications accepted until January 30, 2020.

Equal Opportunity Employer

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.