



Colorado Vaccine Equity Outreach Coordinator Job Description

Immunize Colorado is a nonprofit 501(c)(3) organization dedicated to elevating the essential role vaccines play in preventing illness and promoting health for all of Colorado. In 2020, Immunize Colorado became a sponsoring organization of a statewide AmeriCorps VISTA program, the Colorado Immunity Corps. In 2018, Immunize Colorado joined the World Health Organization's Vaccine Safety Net, a global network of websites that provide reliable information on vaccine safety. In 2017 Immunize Colorado earned a finalist award for small non-profit of the year from the Denver Metro Chamber of Commerce.

Currently, Immunize Colorado is serving as the backbone organization for a new statewide initiative launched by the Caring for Colorado Foundation to fund and support more than 30 community-based organizations working to address COVID's disproportionate impact on communities of color and to increase access to and acceptance of COVID-19 vaccination efforts. Members of Immunize Colorado's newly launched [Colorado Vaccine Equity Taskforce](#) will provide expertise, knowledge and guidance on this statewide initiative.

Our Mission: Immunize Colorado works to protect Colorado families, schools and communities from vaccine-preventable diseases.

We achieve our mission through six program areas: public policy, provider education, community outreach and awareness, data translation, partnership building and direct immunization services. Immunize Colorado launched the Colorado Vaccine Equity Taskforce to address the disproportionate impact the pandemic has wrought on communities of color and to increase vaccine access and acceptance among highly impacted Coloradans.

Position:

Outreach Coordinator (note: This position is currently grant funded through 12/31/21. Opportunity for longer term employment will depend on securing additional funding)

Full Time, Exempt (40 hours per week, including some weekends and evenings)

Supervision: No

Salary: Commensurate with Experience

Eligible for Benefits: Yes

Required Skill Set

- Bachelor's degree with a minimum of 1-3 years program coordination experience.

- Knowledge of state health and/or immunization epidemiology and public health issues, policies and/or programs.
- Experience coordinating high-impact community-based outreach and engagement efforts.
- Experience coordinating collaborative partnerships, especially with public health or community-based organizations.
- Excellent organizational, research, verbal and written communication skills.
- Self-starter with ability to work independently and exhibit flexibility to prioritize tasks.
- Skilled experience using online meeting and organization tools/platforms such as Outlook, Microsoft Office, SurveyMonkey, Google Suite and Zoom.
- Must be dedicated to improving Colorado's health through vaccination.

Position Overview

The Colorado Vaccine Equity Outreach Coordinator will provide program and administrative support for the Colorado Vaccine Equity Taskforce. The Coordinator will be responsible for managing membership, meeting agendas and notetaking, as well as monitoring and reporting on progress and outcome measures. The Coordinator will also support the Taskforce's Outreach Workgroup by developing new and supporting existing partnerships, arranging outreach events, providing technical support and resources, and reporting on impact. In addition, the Coordinator will provide support for a new statewide grant initiative to provide shared learning and strategies to more than 30 community-based organizations focused on addressing the disproportionate impact of COVID on vulnerable communities and ensuring access and acceptance of COVID-19 vaccines. This will be done in partnership and with input from members of the Colorado Vaccine Equity Taskforce.

Interested candidates should have deep knowledge of communities highly impacted by COVID-19 and understand how to provide culturally competent and trusted information and/or services in these communities. Candidates with experience in COVID-19 response and relief policy and/or activities at the community level, particularly with experience coordinating community-level education campaigns, vaccine trust building and low-barrier opportunities for immunization will be preferred. The Coordinator will also provide some support to Immunize Colorado's other programs and contribute to the strategic impact of the organization.

Duties

- Plan and coordinate taskforce outreach and engagement events including managing a speaker's bureau, meeting and event logistics and resources.
- Support statewide initiative to provide technical assistance, resources and support to community-based organizations working to improve COVID vaccine knowledge and access in highly impacted communities.
- Coordinate trainings and technical assistance to a community of practice with more than 30 community-based organizations.
- Support and help develop collaborative partnerships with key experts in immunization and public health outcomes and utilize their skills as stakeholders, thought partners, and members.
- Provide administrative support on efforts to advance vaccine delivery and utilization research, policies and programs.
- Assist with standardized evaluation methods for assessing impact of programs.
- Disseminate tools and resources.
- Contribute to Immunize Colorado's highly collaborative team culture.

Interested candidates should please send a cover letter, resume and three professional references to stephanie.wasserman@childrenscolorado.org. Interviews will be held on a rolling basis until the desired candidate is secured.