



## **Health Educator 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.

**Our Mission:** At Immunize Colorado, we work to protect Colorado families, schools, and communities from vaccine-preventable diseases. We achieve our mission through six core program areas: public policy, provider education, free and low cost vaccines, community outreach and awareness, data translation and action, and coalition building.

### **Position**

Part-time; 4+ hours per week for 10 months (ending July 1, 2025).

Supervisor: Program Director

Salary: \$35 per hour

Eligible for Benefits: No

### **Work Schedule**

Variable – often weekends and evenings. This position does not have a set work schedule. It will require giving a total of 20 Motivational Interviewing trainings, some of which may take 4 hours total, and others which may take multiple days including travel. Scheduling can be very flexible to best meet the Health Educator's needs. A minimum of 4 hours per week are guaranteed, and many weeks will exceed this. On weeks without a training scheduled, the minimum of 4 hours may include staff meetings, administrative tasks, or attending additional community events. This position will require travel within the state of Colorado. All travel expenses will be reimbursed.

### **Position Overview**

The Health Educator will facilitate an existing 2-hour, peer-reviewed Motivational Interviewing (MI) training to various groups across Colorado including students, vaccine advocates, healthcare workers, front office staff, physicians, nurses, and pharmacists. The training is highly interactive, requiring a skilled facilitator who can encourage meaningful participation and support participants in deep discussion. It incorporates best practices in adult learning and will be given in in-person and / or virtual formats. Approximately 20 trainings will be given, with 16 of these happening in Denver's Front Range and four (4) happening elsewhere in the state. This position will require a significant amount of travel and in-person interaction. The individual in this position will also attend community events on behalf of Immunize Colorado to educate the public on the value of vaccines.

### **Minimum Required Skills and Qualifications**

- At least one year of proven health education experience (can be through employment or an academic setting)
- Excellent organizational, verbal, and written communication skills
- Self-starter with ability to work independently, problem solve, propose new ideas, and multitask
- Ability to travel, occasionally overnight, throughout Colorado for training facilitation (Most trainings will be local to the Denver Metro area, but some will be statewide.)
- Must have a personal vehicle, valid drivers' license, ability to drive, and proof of vehicle insurance
- Knowledge of and demonstrated commitment to health equity
- Skilled in Microsoft Office suite and Zoom, and comfortable using new media and conference technology
- Experience presenting to groups of 10 or more people
- Must be an excellent communicator, with skills that demonstrate empathetic communication
- Comfortable working in a remote / hybrid environment
- Basic understanding of public health systems, immunizations, and healthcare landscapes
- Ability to work weekends or evenings when given proper (at least two weeks) notice
- Must pass criminal background check and drug-screening test, and must provide documentation of some required immunizations
- Dedicated to improving Colorado's health through vaccination and evidence-based public health interventions

### **Preferred Qualifications**

- Experience using Motivational Interviewing (MI) techniques in clinical settings, or familiarity with best practices
- Experience evaluating programs
- Health education certification or bachelor's degree in a related field (Public Health, Social Work, Allied Health, etc.)
- Proficient in Spanish

### **Key Duties and Responsibilities**

- Facilitate an existing 2-hour Motivational Interviewing training. Approximately 20 total sessions will occur, with 16 happening in Colorado's Front Range and 4 happening outside of it.
- Review and provide feedback on the training on a regular basis, supporting editing as needed.
- Administer a pre-test and post-test for each training, ensuring that at least 75% of training participants complete both.
- Travel to and from training locations in a personal vehicle.

- Track mileage, hours, and expenses related to work travel. Work-related expenses will be reimbursed on a monthly basis.
- Communicate regularly with Immunize Colorado staff about training successes, challenges, and supportive needs.
- Support the creation and maintenance of IC partner relationships and assist with identifying groups to whom to provide the training.
- Attend additional community events on behalf of Immunize Colorado as assigned to provide education to the public and/or healthcare providers.
- Attend occasional additional meetings or Immunize Colorado events, such as monthly in-office days, fundraisers, board retreats, and staff retreats.

**To Apply:**

Please send resume, cover letter, and three professional references to Sarah Waraniak at [sarah.waraniak@childrenscolorado.org](mailto:sarah.waraniak@childrenscolorado.org) by 5pm on August 4th, 2025. Interviews will be held on a rolling basis until the desired candidate is secured.