Odell Hispanic Project Coordinator

Worksite Location: Hood River County
Work Schedule: Full Time, 40 hours per week
Salary Range: $17.77 - $20.39 per hour
Reports to: Health Promotion Services Program Manager
Application Deadline: Open until filled

Why work at The Next Door?
Because you share our vision of a supportive community where all children and families are safe, healthy and valued. Every day, we work towards making this vision a reality, by having integrity and by living our core values of being welcoming, just, empathetic, empowering and flexible.

Who are we looking for?
We are looking for someone who is reflective, respectful, intuitive, honest, self-motivated, and passionate for health promotion, drug prevention, and making a difference for the community. We’re looking for someone who is able to work with community liaisons to achieve goals and meet funder requirements. We’re also looking for someone who is detail-oriented, organized, knows how to prioritize tasks and can work independently as well as part of a team.

What you will do...
• Engage community in drug prevention strategies that increase Hispanic youth success by increasing awareness of harm of drugs, decreasing access to drugs and increasing bonding to the community
• Plan, coordinate, implement, and evaluate activities
• Track and achieve grant objectives, deadlines, reporting requirements and budgets
• Write and assist in writing and editing grant reports and proposals as needed
• Attend community meetings/events as program representative
• Prepare and attend all meetings, trainings, and other as required and approved
• Collaborate between local organizations to improve services and impact in the community
• Work collaboratively to meet program goals
• Special projects as assigned

Additional Skills and Competencies you'll need...
• Ability to engage with challenging people, build trust, and use a strength-based and equitable approach
• Acceptance of individual differences
• Knowledge of Drug Prevention related education, media, activities and policies
• Open to reflective practice (i.e. has the capacity for introspection, communicates awareness of self in relation to others, recognizes the value of supervision)
• Ability to travel to out of state and in-state trainings and seminars
• Excellent organizational skills
• Excellent interpersonal and communication skills
• Highly proficient with Microsoft Office and general computer skills
• Experience working with community stakeholders

**Education and Experience you need...**
• Bachelor’s degree or relevant experience in public health or related field such as health education, administration, policy/planning, or in community/organizational psychology; or high school diploma and 5 years of appropriate experience in managing or coordinating a community-coalition
• At least 2 years of experience with health education programs in community setting
• Public relations or marketing skills
• Must have current valid driver’s license and auto liability insurance and be comfortable driving long distances (mileage reimbursement at .42 cents/mile).
• Bilingual in English and Spanish

**Benefits:**
• Health benefits (medical, vision, dental)
• Generous PTO (Vacation, Sick, 11 Holidays + Floater Holiday)
• 401(k) - Fully Vested after 90 days and 5% company contribution after 2 years
• Dog Friendly
• Training Opportunities
• Jury Duty and Paid Bereavement Leave
• Employee Assistance Program
• Covid-19 Safe work environment

**Interested?**
To apply: Go to [http://nextdoorinc.org/employment](http://nextdoorinc.org/employment) and submit: Cover Letter+ Resume
• By email: recruitment@nextdoorinc.org
• By mail: The Next Door: 965 Tucker Rd, Hood River, OR 97031
• By Fax: 541-386-5440.

**Disclaimer**
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

*The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.*