



## Job Description

**Job Title:** Outreach Coordinator

**Department:** Marketing

**Reports to:** Community Outreach Manager

### Summary:

The Outreach Coordinator will support Access Health CT's (AHCT) community engagement efforts to reach targeted communities across the state of Connecticut to help them obtain and use healthcare coverage.

The Outreach Coordinator will support the creation of culturally sensitive community programs to inform, engage, educate, and enroll individuals while supporting Access Health CT's mission, vision, strategy and values. This position reports to the Community Outreach Manager and has no supervisory responsibilities.

### Essential Duties and Responsibilities:

- Assist the Community Outreach Manager with the creation and execution of outreach activities to targeted communities/stakeholders;
- Responsible for managing the Navigator Program's day-to-day supporting AHCT's expectations of the community organizations (aka. Navigators);
- Manage internal and external reports to support the success of community events and the Navigator Program through metrics relevant to the segment (i.e. training coordination, applications, engagement, customer satisfaction, media tracking, etc.);
- Build and foster relationships with current and existing community partners and represent AHCT at community events, media sponsorships, and/or meetings.
- Recommends media, collateral pieces, events, sponsorships or community events to senior management, including expected results and measures of success for each program.
- Other duties as required.

### Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Requires BA/BS or comparable experience
- 3+ years' experience in community outreach or similar area
- Advanced oral and written communication skills, as well as presentation skills
- Bilingual (English/Spanish) experience preferred.
- Must be comfortable and effective in making public presentations to differing sized audiences

- This position requires up to 60% of travel (seasonal) within the state of Connecticut to support activities like enrollment fairs, community events, speaking engagements etc.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Equal Opportunity and Affirmative Action Employer