

Job Announcement: Health Education and Community Coordinator

Date of posting: September 1, 2022

Date of Closing: Open Until Filled

Salary Range: \$23.07 to \$26.68

Reports To: Executive Director

Who are We

Heart is at the center of everything we do at The TLC Foundation for Body-Focused Repetitive Behaviors, a health-related human services nonprofit organization dedicated to supporting the 1-in-20 individuals experiencing body-focused repetitive behaviors (BFRBs) through advocacy, awareness, connection, health education, celebration, and equitable access to effective evidence-based treatments.

TLC supports a highly underserved population who present with complex behavioral health needs and body-focused repetitive behaviors, including hair pulling, skin picking, nail biting, cheek biting, and other related behaviors.

Our top candidate will have experience delivering real-time health education and community programming to diverse audiences through in-person and online platforms, be able to hit the ground running with natural curiosity, high-energy, excellent interpersonal skills and emotional intelligence that guides successful community awareness and engagement outcomes.

TLC is based in California, and work hours are Monday through Friday, 9 am to 5 pm Pacific Standard Time. This position is currently designated 100% remote due to the pandemic; however, this designation may be changed based on organizational need.

Job Summary

The Health Education and Community Coordinator plays a key role at TLC, supporting the organization's health education and community programming efforts to create a thriving BFRB community. This role works in partnership with the Executive Director and TLC team to achieve its mission.

Key Responsibilities

Community Outreach and Education (70%)

- Coordinate monthly continuing education opportunities, through online and in-person (when appropriate per COVID restrictions) training to connect and support BFRB community members, including individuals experiencing BFRBs, parents, family, and friends, clinicians, medical providers, and self-care providers.
- Coordinate programming content, promotional copy, and event run of show.
- Maintain health education and community programming events on the TLC website.

- Coordinate the event registration process for health education and community gathering events.
- Support TLC's annual BFRB Awareness Week programming, with a focus on building awareness, advocacy, and education.
- In collaboration with the Executive Director, assist with the development and implementation of the TLC Annual Conference, or substitute, whether in-person or online.
- Identify opportunities to increase TLC's awareness in the community through philanthropic partnerships and co-promotions.

Youth Leadership Councils (20%)

- In collaboration with the Executive Director develop and support the Young Adult Action Council and Youth Action Council in support of TLC's programmatic initiatives.
- Recruit guest speakers and coordinate meetings.
- In collaboration with the Executive Director, provide mentorship and support to Young Adult Advisory Council and Youth Advisory Council participants.

Independent Support Group Support (10%)

- Coordinate online support group referral directories, ensuring that information is accurate and updated regularly.
- Assist community members in getting connected to independent support groups.
- Assist independent support group leaders with updating referral directory listings.

Required Education, Experience, and Skills

- Bachelor's degree in public health, health education, psychology, or communications; Masters of Public Health is preferred with CHES certification.
- A minimum of three years' experience in a similar position within a nonprofit human services or public health organization.
- Bilingual - English and Spanish preferred.
- High competency managing competing priorities and deadlines; organized and efficient, flexible and able to multitask.
- Exceptional writing and organizational skills with keen attention to detail.
- Effective and collaborative communicator, able to build positive relationships with community members and staff from diverse backgrounds through email, phone, video conference, and in-person.
- Extensive experience and proficiency with a variety of technology platforms, specifically Office 365, Google Suite, Zoom, Webflow, Soapbox and/or other website platforms, Canva, Constant Contact, Salesforce, and Bloomerang.
- Physical requirements: ability to work at a computer for extended periods of time; ability to communicate via phone and email.

Required Personal Attributes

- Positive, can-do, solution-oriented, flexible self-starter.
- Capacity to work independently as well as collaboratively to juggle competing priorities and deadlines; organized and efficient.
- Prioritizes attention to detail; capacity to develop and follow complex workflows with precision.
- Thrives in a fast-paced, small team environment.
- Impeccable ability to maintain confidentiality and exercise sound judgment.

Our Benefits

- Full medical, dental, and vision.
- IRA contribution after one-year of completed service.
- Sick time, vacation, and 10 paid and 2 floating holidays

Application Instructions

In order to be considered, please attach the following documents to your application:

- A cover letter describing how your experience, skills and abilities meet the required/desired qualifications of this position.
- A resume outlining your experience.

Applications without a cover letter will not be considered. Please do NOT include your salary history. Wage/salary depends on qualifications or rules of promotion, if applicable.

Other Information

If you need assistance applying for this job, please e-mail jobs@bfrb.org. Please do not send an email to this address to follow-up on the status of your application.

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. TLC may verify this information and any untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

The TLC Foundation for Body-Focused Repetitive Behaviors is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.