



The San Miguel County Family and Community Health Council is seeking a coordinator on a 9-month contract, Sept 1, 2023 – May 31, 2024, 30 – 40 hrs/week.

The Health Council has received a final year of funding from the Centers for Disease Control and Prevention and the Kellogg Foundation to improve the Council's capacity to achieve and fulfill its vision, mission, and objectives. A coordinator will be hired to assist the Council in meeting these goals.

Essential Duties and Responsibilities

- Meets regularly with the Council leadership team.
- Attends technical assistance (TA) meetings offered by the NMDOH.
- Participates in peer learning opportunities.
- Attends Health Council monthly and special meetings.
- Attends Statewide Health Council meetings.
- Submits monthly reports to support evaluation.
- Assists the Council in developing a Community Improvement Plan.

Desired skills, knowledge, and attributes

- Competence with word, spreadsheets, and graphic design programs.
- Good written and oral communication skills.
- Ability to work independently and within a team.
- Experience working with data and reporting.
- Awareness and commitment to the community & social justice.
- Commitment to life-long learning.

Minimum Qualifications

- Bachelor's degree in any field and experience working in community, non-profit, and/or government organizations.

Working Conditions and Requirements

- Remote work from home with own computer and internet.
- Office supplies and printing will be reimbursed by San Miguel County Family and Community Health Council.
- Must be willing and able to travel locally and within New Mexico.
- Must be willing to use a personal vehicle in the course of employment but travel outside of San Miguel County will be compensated.
- Must be able to meet deadlines.
- Must be willing to complete the full 9-month contract with support from the Council Leadership team, NMDOH, and the Alliance of Health Councils. *Note:* Position may be extended depending on funding.

Compensation: Contract with no benefits, \$5000/month for 9 months.

To apply: please submit a letter of intent outlining qualifications and experience, resume, and the names and contact information of three professional references to clinder@luna.edu. While the position is open until filled, for full consideration submit application materials on or before Sunday Aug 27, 2023.

SMFCHC

VISION

Achieve health and wellness through equitable access to healthcare for all San Miguel County residents.

MISSION

To improve the health status of San Miguel County residents through a comprehensive, family-centered, community-based, and socio-cultural approach. The Council will support and advocate for residents by collaborating with and engaging community stakeholders.

OBJECTIVES

- Work with NMDOH to identify priorities and concerns affecting San Miguel County to develop initiatives, goals, and solutions to these priorities.
- Improve availability and access to health care resources and services.
- Advocate for the needs of women, infants, children (including those with special health-care needs), adolescents, elderly, and their families (including mothers, fathers, and grandparents).