



## Community Engagement Program Coordinator

### Who We Are

Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach; and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community.

### Core Value Statements

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

### Position Summary

The Community Engagement Program Coordinator is responsible for developing and carrying out effective and authentic community engagement strategies to connect underserved and socially marginalized communities to Family Tree services. Inspired by grassroots organizing and rooted in grant-funded programs, the Community Engagement Program Coordinator engages intersectional communities of color and LGBTQ communities in intentional strategies to improve health equity and eliminate health disparities.

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## Community Engagement Program Coordinator

Based on-site at Family Tree and traveling to community spaces, the Community Engagement Program Coordinator manages grant-based program strategies through the Community Engagement Department, with goals to improve health equity and decrease HIV/STD transmissions in intersectional Black communities. This position functions as a Family Tree ambassador, seeking opportunities for collaboration with community. The Program Coordinator, also, facilitates other community based engagement strategies including in-person testing and the annual Listening Sessions project.

### Primary Duties

#### Independent responsibilities:

- Facilitate Listening Sessions and qualitative analysis uplifting intersectional Black, LGBTQ voices (often)
- Create report of Listening Session findings (annual)
- Recruit program participants through professional networks, social media platforms
- Facilitate HIV/STD educational sessions (sometimes)
- Administer in-person HIV screenings (sometimes)
- Build and strategize internal FTC collaborations
- Facilitate group discussions incorporating community feedback into clinic (rarely)
- Build and strategize community collaborations to advance health equity (often)
- Manage programming independently, with limited supervision (often)
- Report program updates to supervisor
- Adapt lesson plans to be culturally relevant to Black and LGBTQ communities (sometimes)
- Implement lesson plans with fidelity (sometimes)
- Annual self-review (annual)
- Distribute health supplies (including pregnancy tests and EC), promotional materials, and information about additional resources to participants (often)
- Offer support 1:1 about things like pregnancy test results, sexual violence, HIV/STI diagnoses, and coming out (rarely)

#### Program/department coordination responsibilities:

- Manage Listening Session project (often)
- Delegate listening session project needs to appropriate staff or volunteers
- Schedule meetings, clinic tours, events, classes or testing engagements with community partners.
- Program evaluation
- Semi-annual and annual grant reports
- Track demographics and attendance information

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### Collaborative responsibilities:

- Critical ideation of responsive engagement strategies
- Community tabling events for testing and info sharing
- Develop annual program goals
- Facilitate other health-access education sessions
- Contribute to annual evaluation
- Communicate news/updates with Advancement Dept for newsletter and social media content
- Build relationships with partner organizations, especially those serving BIPOC and LGBTQ people, to deliver programming and connect people to resources. Collaborate with representatives from other agencies.
- Identify and plan HIV/STD transmission reduction strategies (often)
- Uphold professional standards including trauma informed care, sex-positivity, principles of Motivational Interviewing and confidentiality guidelines.
- Participate in department and full staff meetings, organizational trainings, workshops, and meetings focused on racial justice & anti-oppression.
- Engage in continuous professional development to ensure services are culturally relevant, trauma-informed, inclusive, accessible, and using the most current information and best practices available. (sometimes)
- Understand funding mechanisms of the program and communicate with the Engagement Director and Finance Director about spending.
- Participate in community events culturally relevant to intersectional Black and LGBTQ communities: tabling outreach, HIV testing, pregnancy testing or HIV education

### Additional Duties (not a complete list):

- Represent Family Tree Clinic in radio, print, or social media communication.
- Support clinic flow: welcome desk shifts, water plants, load dishwasher, other duties as assigned.

## Qualifications

### Required:

- Excellent organization skills, able to handle big picture and small detail aspects of work.
- Ability to handle multiple projects under stringent timeframes and changing priorities and conditions.
- Collaborative work style.
- Incorporates constructive feedback and strives for personal growth.
- Bachelor's degree in related field, or equivalent combination of education and program management experience.

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- Recognizes ways that race, gender identity, sexual orientation, and other identities (historically and presently) intersect and play out in classrooms, the workplace, and in government systems.
- Enthusiastic facilitation/public speaking skills necessary.
- Experience with social media.
- Ability to professionally and strategically exercise clear boundaries when talking about sensitive topics.
- Ability to communicate successfully both verbally and in writing with a wide variety of people.
- Warm, welcoming, charismatic demeanor that helps people feel safe and engaged.
- Effective advocacy, conflict resolution and interpersonal skills.
- Dependable and motivated with self-directed work habits. Ability to work independently.
- Must be able to provide own dependable transportation for in-person engagements
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression.
- Willingness to maintain any publicly visible social media accounts in a manner consistent with behavior expected of teachers.
- To help ensure the health and safety of our Patients, Clients, Students, and Staff family tree does require all employees to be fully vaccinated against the COVID-19 virus. All new employees are required to be either fully vaccinated, receive their first dose, or receive any recommended booster shots within 2 weeks of hire. If you have questions about the vaccine policy, please contact our HR department at [dangelucci@familytreeclinic.org](mailto:dangelucci@familytreeclinic.org). Exceptions may be made for medical reasons and/or genuinely held religious beliefs.

### Preferred:

- Community organizing experience
- Extensive experience and knowledge of working with Black communities, communities of African descent and LGBTQ communities
- Manage annually-occurring project
- We're Language proficiency beyond English (Somali, Spanish, ASL, Arabic)
- Facilitation/teaching experience
- Community health work
- Experience and skill with education and training

### Salary & Benefits:

Starting hourly wage is \$22 or higher based on experience and qualifications beyond what is required in the job description.

This is a benefits-eligible position, with paid holiday, vacation and sick time; medical, dental, vision, life, and long-term disability insurances; and 2% employer matched 401k.

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## **Community Engagement Program Coordinator**

**Hours: 30-40**

**Supervisor: Director of Community Engagement**

### **Typical Working Conditions:**

Hazards common to clinical and educational environments including potential exposure to communicable diseases. We have flexible hours: weekdays, weekends and some evenings. Mainly functioning when our community partners are open between 8am-6pm. Some engagement activities do get scheduled into the evening, depending on the event.

We work from the office with the provided computers, attending many community (or internal) meetings via video conferencing. We also work from culturally relevant locations in community: coffee shops, libraries etc. We also record asynchronous material using computers.

Expect summer hours to include outdoor events, meeting neighbors and being physically present around the neighborhood.

We attend and collaborate with community events indoors, outdoors and online.

### **To Apply:**

Email resume and cover letter to Jacki Trelawny - [jtrelawny@familytreeclinic.org](mailto:jtrelawny@familytreeclinic.org), using "Community Engagement Program Coordinator" in the subject line.

Resumes received by September 7 will be prioritized and all applicants will be notified by September 9.

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