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Healthy Birth Initiatives

**2015 ODE College to County Mentorship Program Job Description**

**SEASONAL TEMP POSITION:** June through September

**SALARY:** \$18.08 hr. (20-40 hours per week, Monday-Friday)

**LOCATION:** Northeast Health Center, 5329 NE Martin Luther King, Jr. Blvd

***Department solicitation and Department or Division description:***

The Multnomah County Health Department Healthy Birth Initiatives (HBI) is seeking qualified candidates for a temporary position working to support the Community Action Network (CAN). The HBI CAN is developing a culturally specific strategic plan to eliminate disparities in birth outcomes for African American women and their families living in Multnomah County in addition to providing opportunities for HBI consumers and community partners to network, learn about community resources, and advocate for change.

***Job Task Description:***

This position will assist the Program Coordinator in the support of the HBI CAN. Tasks will include preparing for HBI CAN and related work group meetings, assisting with the strategic planning process and outreach and recruitment of new members, representing the HBI CAN at community events, and working to increase the program's social media and marketing efforts.

***Knowledge/Skills/Abilities Required:***

- Microsoft Word skills
- Knowledge of effective use of social media
- The ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- The ability to communicate effectively in writing as appropriate for the needs of the audience.
- The ability to arrive on time and work independently
- The ability to work effectively as a member of a diverse team
- The ability to work with members of the African American community in a competent, effective, equitable, and respectful manner

**Special Requirements:**

- Possession of valid driver's license.
- Use of personal vehicle may be required. If a personal vehicle is required, employee will need to carry the minimum auto liability insurance required by the State. Personal vehicle usage will be reimbursed at the IRS rate of \$0.56 per mile.

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located at this website. The deadline for submitting online application is March 20, 2015.