



SoCal Pacific Islander Community Response Team

Position Description: Resources Assistant

SoCal PICRT's mission is to weave a thriving network of Native Hawaiian and Pacific Islander community-based organizations to holistically support and advocate for the well-being and sustainability of Southern California NHPI communities.

Under the supervision and direction of the Project Manager, the Resources Assistant will work collaboratively with other SoCal PICRT staff to assist with resources development as it relates to Health Outreach, Education, and Systems Navigation for Native Hawaiian and Pacific Islander (NHPI) families. This is a project of SoCal PICRT working to promote health equity for NHPI communities in Los Angeles County.

Responsibilities:

- Develop and maintain an up-to-date SoCal PICRT's County resources database for use by SoCal PICRT Community Health Coordinators and Community Outreach Assistants in systems navigation.
- Curate health education materials and make recommendations for translations.
- Participate in community partner outreach activities in LA County.
- Participate in communications and outreach strategies including social media, webinars, phone banking, and text banking.
- Track and report outreach metrics.
- Other administrative and programmatic duties as necessary.

Requirements:

- Understanding of SoCal NHPI communities.
- Understanding of public health, social determinants of health, pipeline building, sustainability, coalition building, and cultural/linguistic-relevance in health equity.
- Experience in community outreach techniques.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Excellent research and computer skills.
- Strategic and creative mindset.
- Meticulous attention to detail and organized.

Supervision and Training:

- Participate in SoCal PICRT and NHPI community orientation.
- Participate in staff meetings, trainings, and workshops.
- Work independently and follow supervisor(s) directions.
- Attend all required training provided by L.A. Works/ Public Health AmeriCorps and Host Sites specific training.
- Comply with all Public Health AmeriCorps and L.A. Works standards and guidelines.