

**Public Health AmeriCorps (PHA)
Member Position Description**

Title: Public Health AmeriCorps Member

Start Date: January 23, 2023

End Date: January 22, 2024

Reports to: Gilmar Flores, Breathe Southern California

5858 Wilshire Blvd., Suite 300
Los Angeles, CA 90036

Summary: Under the supervision of the Supervisor, spearhead efforts to increase public health needs within Breathe Southern California. The primary area of focus includes **health equity**.

Hours: Positions are a hybrid model. Members will be required to come in person onsite to the office one day of the week and in-person events. The rest of days will be done remotely. All COVID-19 safety protocols are in place and anyone coming to the office will need to be vaccinated.

Schedule:

Fulltime:

M-F, 8: 30 am – 4:30 pm, some weekends

Reduced Half-time:

M, W, F: 9am-12am

T, TH: 1pm-4pm

Position Summary

The mission of Breathe Southern California is to promote clean air and healthy lungs through research, education, advocacy and technology.

In this position, AmeriCorps members will help increase the organization's capacity to implement and execute the organization's more than 15 public health programs in local communities. These programs are related to lung health (asthma, COPD, Lung Cancer), tobacco prevention, and environmental health (air pollution, diesel awareness). The members will assist in the following: community outreach, needs assessment surveys

and evaluation, background research, health education, educational tabling, program implementation, and managing focus groups.

Primary Responsibilities

(Responsibility will vary by Member)

- Identify and form relationships with community organizations.
- Maintain, organize, and manage outreach database and stakeholder lists.
- Conduct data entry and research.
- Assist with planning, implementing, and conducting outreach for programs, events, and advocacy campaigns.
- Conduct lung health and environmental education workshops and sessions.
- Develop health communication material, health education tutorials and health impact summary for social media.
- Deliver presentations at community events and local health fairs.
- Conduct needs assessments and focus groups as needed.
- Assist with local and statewide advocacy efforts through policy research and coalition building.
- Responsible for ensuring data regarding stakeholders and events on the database is current and accurate, including all data entry and information updates

Knowledge, Skills, and Abilities

- Strong communication and public speaking skills
- Strong organizational, analytical and problem-solving skills
- Excellent skills in all Microsoft Office Programs (Word & Excel), Canva and Slack
- Must be able to work well independently and as a member of a team
- Bilingual not required but preferred (Spanish, Mandarin, Chinese, Vietnamese, Armenian)
- Car, or reliable transportation, preferred (we have long-distance locations throughout Southern California)

Supervision and training

- Breathe Southern California onboarding training
- Assigned conferences and workshops
- Attend all required training provided by L.A. Works/ Public Health AmeriCorps and Host Sites specific training.
- Work independently and follow supervisor(s) directions.
- Comply with all Public Health AmeriCorps and L.A. Works standards and guidelines.

COVID-19 Policy/Guidelines:

- All members are required to be fully vaccinated against COVID-19
- All members are required to mask on site and when meeting people