

# Agencia ALPHA



Alcanzando Logros Para Hispanos Ahora • Reaching Goals For Latinos Today

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POSTING DATE: **March 1, 2021**

POSITION TITLE:

**COVID19 Vaccine Community Organizer**

Program: **Community Organizing**

Location: **Massachusetts**

Reports to: **Damaris Velasquez**

Hours: **20 - 25 hours per week**

Type: **Part-time**

Duration: **6 months, Start Date 3/1/2021**

Status: **Employee**

Compensation: **Commensurate with experience**

## **POSITION SUMMARY:**

The mission of Agencia ALPHA is to improve the quality of life of all immigrants through our legalization, citizenship and leadership development programs. Agencia ALPHA seeks to coordinate COVID19 vaccine outreach, education, access to the vaccine for our immigrant communities.

## **Primary Duties & Responsibilities:**

- Provide logistical and administration support before, during and after community meetings with volunteers, staff and community members related to this Education campaign.
- Maintain relevant messaging strategies in the community's primary language – including print, radio, television and social media.
- Coordinate outreach to reach community members, including to individuals, congregations, community agencies, businesses, etc.
- Coordinate presentations regarding the vaccine in all appropriate forms: in-person meetings (following Covid-19 safety guidelines), zoom meetings, Facebook Live, WhatsApp and other social media platforms, etc.
- Develop and place public service announcements in the community's first language on radio, TV and social media platforms.
- Coordinate mobile vaccine clinics in community where feasible and appropriate.
- Support individuals in accessing the vaccine and other relevant health care supports where necessary (e.g. navigating a website enrollment to get the vaccine, finding a primary care doctor, signing up for health insurance, getting transportation to a vaccine clinic, etc.).
- Track number of people reached with information, educated via presentations and vaccinated.
- Conduct outreach, coordinate and execute trainings for volunteers and constituents as needed

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## Minimum Qualifications:

- At least 2 years of experience working with diverse groups and immigrant communities.
- At least 2 years of experience in developing and implementing outreach and training programs. An associate's degree may be substituted for two years of the required experience.
- Knowledge of the diverse immigrant communities across Boston and Massachusetts
- Strong written and oral communications skills, including for social media, e-blasts and campaign materials.
- Must have excellent team building and coalition building skills.
- Self-motivated. Ability to take initiative and succeed with minimal supervision
- Ability to work well in a closely-knit staff team.
- Culturally competent.
- Fluency in English and Spanish required.
- Strong interpersonal skills.
- A valid driver license and ability to drive to statewide activities is a plus

If interested, please send your resume and cover letter to Damaris Velasquez, Director of Programs at [dlopez@agenciaalpha.org](mailto:dlopez@agenciaalpha.org)