



Outreach Coordinator, Diabetes & Health Equity

QARI (Quincy Asian Resources, Inc.) is a not-for-profit social service organization dedicated to fostering and improving the social, cultural, economic, and civic lives of immigrants and their families. Through collaborations and partnerships, QARI provides culturally competent services, such as workforce development, adult education programs, youth development, and cultural events as well as information and referrals to public or other community partners. We are currently seeking a bilingual Outreach Coordinator with passion in community engagement work to join our team and help our immigrant clients to succeed through QARI's programs and services. QARI is headquartered in Quincy, MA with operations in Greater Boston, New York City, and Providence, RI.

This role will support the development and implementation of a new health equity and diabetes prevention and management initiative focused on Asian communities. The ideal candidate will have a background in community health, public health, or outreach and a strong interest in engaging with communities to support their health and wellness.

The Outreach Coordinator will build positive relationships within the immigrant population and with our community partners, leading community engagement and outreach to the Chinese and/or Vietnamese communities in Greater Boston. The purpose of this project is to re-imagine, and disrupt, prevailing diabetes prevention and self-management practices; with the ultimate goal of partnering with community members and providing them with tools and resources to live healthy, productive, and joyful lives. This position requires a high level of organizational skills and to be proactive in outreach, marketing, and recruitment in order to deliver client centered solutions.

FLSA Status: Non-Exempt

Hours/Week Category: Regular Full-Time

Location: Greater Boston

Reports To: Project Manager, Diabetes and Health Equity

- Assist with development and design of communications and outreach materials associated with the project;
- Serve as a liaison between project and the Chinese or Vietnamese communities in Greater Boston;
- Support project-related English-Chinese or English-Vietnamese translation/back translation;
- Assist with recruitment and enrollment of project participants;
- Assist participants with case management and referrals to other QARI support services;
- Assist with planning and implementation of outreach events, workshops, health screenings, and other community events;
- Perform data collection for project;
- Track project participants across the intervention, and trouble-shoot problems as they arise;
- Participate in Diabetes Prevention Program (DPP) and/or Diabetes Self-Management Education and Support (DSMES) training certification programs;
- Solicit and record feedback from community members and community institutions about potential barriers to measures to inform future programming, including through surveys, focus groups, and other outreach activities;



- Maintain organized contact records and other data about partnerships and community members, as well as program successes and challenges.
- Capture learnings and best practices to help QARI improve our outreach efforts.
- Provide additional support as needed for QARI community outreach, events, and translation and/or interpretation projects.

Skills & Qualifications:

- Bachelor's degree required or equivalent professional experience.
- Required bilingual candidate (Chinese/English or Vietnamese/English).
- Strong in navigating ambiguous and quickly changing situations with creative solutions.
- Change agent with positive energy and a growth mindset.
- Passion to help others through QARI's integrated services.
- Demonstrated success in relationship building and communication with clients and partners.
- Highly organized with ability to successfully multitask and meet deadlines.
- Strong customer service orientation.
- Project management experience.
- Strong interpersonal skills and demonstrated excellence in written and verbal communication skills, including public speaking.
- Strong computer skills in Microsoft Office and Google environments.
- Valid driver's license including ability and willingness to travel.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Participation in in-person community outreach events throughout Greater Boston.
- Must be able to lift up to 15 pounds at times.

To apply, please email your resume and cover letter to hr@quincyasianresources.org and emilycanner@quincyasianresources.org.

www.qariususa.org