



[info@acerinc.org](mailto:info@acerinc.org)

763-657-7711

6800 78th Avenue, Brooklyn Park, MN 55445

## **POSITION: PROGRAM COORDINATOR (Community Health Worker Trainee)**

### **Organizational Description**

ACER is a transformative organization where every team member is empowered to contribute to our mission and vision. Staff are expected to take ownership of their roles, support each other, and collaborate on innovative strategies that drive the success of ACER. This means up to 20% of your role may involve stepping into different areas, supporting various impact sectors, and ensuring that transformative work happens at all levels of the organization.

### **Position Overview**

ACER seeks an impactful Program Coordinator who will be part of the ACER's Social Justice team contributing to core social justice goals of the organization. The position is a dynamic role that will have two interesting components to their role: (1) core program management which will be around 60% of efforts and (2) Community Health Worker (CHW) role which will constitute 40% of efforts. This role directly reports to the Director of Social Justice and is perfect for someone interested in building multiple skill sets for their career.

For the first component of the role (60% of efforts), the Program Coordinator will be supporting ACER's core efforts on community organizing and power building in the community. The Program Coordinator will be trained on community organizing and program management to support core goals. The program coordinator would be supporting the team and community on issues like housing, health equity, economic growth of community etc. There will also be ample exposure to managing grants, projects and community-led policy making over the years of this role. The ideal candidate for the Program Coordinator position enjoys conversing with people, deeply cares about the growing BIPOC community in the ACER's catchment area and will be supporting community building in the area.

For the second component of the role (40% of efforts), the individual would be expected to build long lasting and non-transactional relationships with community members living in the team's contact. The Program Coordinator will also be trained on being a certified Community Health Worker (CHW) through an accredited school in Minnesota while being in this full time position to create a career pathway for this individual. CHW training will be provided free of cost to the individual during year 1 of the position. This is a great opportunity for an individual who aspires a CHW career or who enjoys community engagement work and is seeking formalized training to best support their passion. If you are currently a certified CHW, you can still apply for this position to build skills on organizing, community building, policy making and program management. The Program Coordinator will be building trust and creating a safe space for having conversations on their personal circumstances without a sense of stigma, judgement or fear. The Program Coordinator will be responsible for connecting community members to essential resources (including housing, food, employment, healthcare resources etc) to enhance the quality of life and outcomes of the community member. The Program Coordinator additionally will also be following up with community members to ensure their successful outcomes and creating an individualized journey for them. The Program Coordinator will be provided community engagement training and certified CHW classes.

This is a full-time position. This role requires in-person work and will be based at our office for the entirety of the position (with some off-site work as well). The typical work hours fall between 9am - 5pm. The individual will have to be flexible with some occasional evenings and weekends with the team to accommodate community engagement activities.

### **Position Information**

**Updated: 1/9/2025**



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<b>Title:</b>	Program Coordinator (Community Health Worker Trainee)
<b>Supervisor:</b>	Director of Social Justice
<b>Hours:</b>	40+ hours
<b>Location:</b>	6800 78 <sup>th</sup> Avenue N. Brooklyn Park, MN 55445
<b>Salary Range:</b>	\$57,000 - \$60,000

**Job Responsibilities:**

We are seeking a dedicated and empathetic Program Coordinator to address the needs surrounding various social and health outcomes within our community. The ideal candidate will:

1. Organizing and community building
  - Support ACER staff in organizing local community around many issues including housing, health equity, economic development, local policies etc
  - Support ACER staff in facilitating community building processes and empowering community
2. Community Health Worker Training
  - Dedicate time to attend free CHW classes to be a certified Community Health Worker (CHW) by the end of year 1.
  - Utilize learning from CHW classes while engaging with community members
3. Relationship Building:
  - Develop trusted, non-transactional relationships with community members to encourage openness about social and health issues (including housing, employment, food, medical conditions etc)
  - Work to reduce stigma and build trust within the community around health-related conversations.
4. Resource Navigation and Individualized Support:
  - Dedicate time to connect individuals with needed resources
  - Handhold community members through processes that they might find challenging to do it themselves (e.g. connect with healthcare providers, provide housing support, assist with rent help, help people complete eligibility forms, connect individuals with partner organizations and legal entities)
  - Create personalized support plans for individuals and track their progress throughout their journey.
5. Storytelling and Awareness:
  - Share the community's experiences and challenges to support policies and practices in the future
  - Help build a narrative that breaks stigma and encourages open dialogue about social and health concerns
6. Alignment with ACER Core Work:
  - Be an active participant in ACER's mission, working alongside staff to understand and amplify the organization's organizing and advocacy efforts.
  - This role is designed to integrate into ACER's long-term goals and support its core work, not



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operate as a siloed position.

7. In-Person Collaboration:

- Be available to work on-site at the ACER office to foster collaboration and alignment with staff and organizational goals.

**Job Qualifications**

- Have passion for engaging BIPOC communities living in the northwest suburbs of Hennepin County (Brooklyn Park, Brooklyn Center, Fridley, Crystal, New Hope etc) and the willingness to support community members without judgement, fear or stigma.
- Have Interest in a Community Health Worker (CHW) position or career in the future. If you are currently a certified CHW, you can still apply for this position.
- Have 5+ years of experience working with diverse communities, especially with those in immigrant and refugee communities
- Have interest in working in-person between regular but flexible work hours (9am - 5pm )
- Have flexibility to be on-site at apartment complexes and in community spaces
- Have flexibility to work outside of the typical work hours (including occasional evenings and weekends) to accommodate community engagement activities.
- Have strong organizational and time management skills
- Have exceptional communication skills with high attention to detail
- Have experience developing training manuals via Words or PowerPoint
- Have knowledge and understanding of non-profit fundraising
- Have knowledge of the Microsoft Suite - Words, Excel, PowerPoint
- Have knowledge of the google gmail platform
- Bachelor's Degree is highly preferred. 5+ years of progressive non-profit experience will make up for a Bachelor's Degree.
- Preference given to someone who speaks a second language
- Need to have a car to travel for off-site work within the catchment area

**Hiring Timeline:**

We are seeking someone who can start working in-person with us as early as possible.

- January 2025: Shortlisting of applications and first round of interviews
- February 2025: Final round of interview and offer letter

**How to apply:**

Applicants should provide the following information

- A cover letter stating your interest & general qualifications
- Resume outlining education, skills, and experience
- Please include three references

Please send cover letter and resume to Aru Sasikumar at [asasikumar@acerinc.org](mailto:asasikumar@acerinc.org) and CC Elizabeth Wright [ewright@acerinc.org](mailto:ewright@acerinc.org) with the following subject line: ‘ *Your name - Program Coordinator (Community Health Worker Trainee)*’