



Job Description:

Position Title: **Healthy Living Coordinator**

Location: Cambodian Mutual Assistance Association

465 School St, Lowell, MA 01851

Employment Type: Full-Time

Working Hours: 9 AM – 5 PM

Job Summary: We are seeking a dedicated and proactive Healthy Living Coordinator to join our team in Lowell, MA. This role focuses on engaging the Khmer community, particularly older adults and individuals in recovery, to inform them about available programs and encourage participation in local events. The Healthy Living Coordinator will work closely with the Social Media Manager to develop campaigns that advocate for equal access to information and opportunities. This position requires collaboration with local partners to offer appropriate programs, including interpretation and translation services as needed. The role also involves creating and distributing surveys to assess community needs and using this data to provide comprehensive reports for advocacy and improved services.

Key Responsibilities:

- **Community Engagement:** Inform the Khmer community about programs available for older adults and individuals in recovery, and encourage their involvement in local events.
- **Information Dissemination:** Provide information in Khmer to ensure equal access to details regarding available programs and services.
- **Campaign Development:** Collaborate with the Social Media Manager to create and implement campaigns that advocate for equal access to information.
- **Program Coordination:** Work with local partners to develop and offer programs that are appropriate for the community, including providing interpretation and translation services as needed.
- **Survey Creation:** Design and distribute surveys to understand the needs of the community and gather data for service improvement.
- **Reporting:** Analyze survey data and create comprehensive reports to present findings and support community advocacy efforts.
- **Collaboration:** Partner with local organizations and stakeholders to enhance program offerings and provide better services to the community.
- **Flexibility:** Be available for occasional nights and weekends as needed for community events and activities.

Qualifications:

Fluency in Khmer is required.

Experience in community engagement, health promotion, or a related field.

Strong organizational and multitasking abilities.

Benefits:

Competitive benefits

Competitive salary within the range of \$40,000 and \$45,760

Interested candidates should submit their resume and a cover letter detailing their relevant experience and why they are the ideal candidate for this position to jobs@cmaalowell.org.

Equal Opportunity Employer: CMAA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.