Purpose: The Collaborative for Educational Services (CES) is seeking a Program Coordinator to support the new Health and Vaccine Initiative of the Migrant Education Program (MMEP). The coordinator’s responsibility is to strengthen the collaborations between the community-based vaccine equity initiatives and the MMEP and ensure that all migratory families and youth are included in the initiatives. The coordinator will also be responsible for a project-specific to Lynn and Everett and working with youth ambassadors, community-based health promoters and school district staff. This position is grant-funded through December 2022.

Essential Functions:
- Develop and maintain effective relationships and communication with key personnel of local vaccine equity initiatives and community agencies that leads to leveraging existing vaccine access resources for migratory families and youth, especially through the Vaccine Equity Initiative grantees.
- Develop and maintain effective relationships and communication with migratory families and youth in the state that will lead to an increased vaccination rate within the migratory education program participants.
- Identify, train, support, and supervise community outreach workers to provide one-on-one vaccine promotion and support
- Identify and research community-based health and vaccine resources for migratory families and youth, tracking resources in the community agencies database and disseminate information of these resources to staff and directly to the families and youths in need.

Additional Responsibilities:
- Collect, update and submit data specific to health and vaccine access for grant and funder updates.
- Participate in regional team meetings to ensure collaboration with other migrant education staff.
- Attend regional and statewide parent advisory committee meetings and workshops as appropriate
- Perform additional tasks as assigned by the Director

Minimum Qualifications:
- Communication skills in working with staff and dealing with a variety of community and health contacts.
- Basic computer skills and familiarity with Microsoft Office Suite and Google. Working knowledge of FileMaker Pro or similar database software preferred
- Works well in a collaborative, team-based work environment

Preferred Qualifications:
- B.A. or B.S. degree from an accredited college or university
- Bilingual fluency in English and Spanish is a mandatory requirement for this position. You must be comfortable communicating in Spanish with parents and students in one-on-one, small group and presentational settings.
- Demonstrated communication skills and cultural awareness in working with migratory families and youth.
- Able to travel in-state for meetings, workshops, and conferences.
- Able to adjust work schedule to meet the needs of the program and parents, including nights and weekends
- Must possess a MA driver’s license and have a reliable vehicle available on a daily, regular basis for both planned and spontaneous work-related travel.
Physical Demands:
- Able to travel to designated work locations
- Ability to multi-task and respond to demanding job duties with a positive mindset.
- Must be able to enter, exit, and move through and between classrooms and/or other locations throughout the day. At some locations, this will mean moving between floors.
- Must be able to communicate and converse effectively in real-time with youth and adults from multiple backgrounds and cultures.
- Requires the ability to effectively handle job stress in the performance of duties.
- Position requires the ability to operate a computer keyboard and other office equipment.
- Ability to provide teaching and learning through Google Classroom, Meet, and/or Zoom as well as other blended learning tools and software technologies

Work Conditions:
- Employees are expected to follow CES Workplace Safety Standards and DYS Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.

Terms of Employment:
- Full time, 40 hours per week
- This position is statewide, and staff may work from offices in Springfield, Lynn, or home