

# Health Programs Fellow

## ORGANIZATION

The League of United Latin American Citizens, the largest and oldest Hispanic membership organization in the country, advances the economic condition, educational attainment, political influence, health, housing and civil rights of Hispanic Americans through community-based programs operating out of more than 1,000 LULAC councils nationwide. The LULAC National Office is based in Washington, DC. For more information visit [www.LULAC.org](http://www.LULAC.org)

## JOB DESCRIPTION

The Health Programs Fellow will provide support to various programs that fulfill LULAC's mission including but not limited to programming on wellness, health care access, environmental justice, health disparities, food safety, built environment and sustainable communities.

## DUTIES AND RESONSIBILITIES

1. Plan, develop, organize and execute program components in a timely manner
2. Execute and deliver workshop presentations and trainings (or identify appropriate speakers) in selected cities throughout the US and Puerto Rico on health issues
3. Recruit appropriate program participants
4. Develop facts sheets, outreach and promotional materials for use by LULAC staff, members, and partner organizations related to your projects
5. Collect, analyze and synthesize data from all participating program sites to include in related reports
6. Coordinate and convene meetings with LULAC members, partners, direct service providers, partner agencies and others to increase awareness of LULAC's programs and services
7. Collaborate with National staff, LULAC National Board, part time coordinators, regional volunteers, state, and local LULAC members, foundations, corporate partners, government entities, and local community-based partners to build relationships with the purpose of maintaining a network of individuals to assist in coalition building to support the execution of programs
8. Write and submit articles to be published in the LULAC News magazine relating to the assigned programs and/or initiatives
9. Responsible for all administrative functions necessary to the completion of job duties
10. Coordinate with the Communications team to integrate program priorities and updates in LULAC newsletters and other communication, website content relating to programs
11. Work with development staff to assist in identifying funding opportunities for LULAC to apply for government, foundation, and corporate grants that support your program areas
12. Undertake other assignments from time to time as requested by the Executive Director and your immediate supervisor to support LULAC priorities and events.

## **POSITION REQUIREMENTS:**

**Education:** Bachelor's Degree preferred; additional related college or graduate level courses or professional training is a plus.

**Years of Experience:** 1 year + in community outreach, health, education, event planning.

**Position Details:** Part-time fellowship; approximately 20 hours per week; monthly stipend. Travel during peak program seasons may be requested.

**Starting Date:** As soon as possible. Position is available beginning April 1, 2015 and will conclude in October of 2015.

**Deadline for Receipt of Application:** Position will remain posted until filled.

**To Apply:** Please send a resume, list of references, writing sample, and cover letter expressing interest in the position and dates of availability to [DKingland@LULAC.org](mailto:DKingland@LULAC.org); please use subject line: LULAC Health Programs Fellow. Only candidates selected for interviews will be contacted.

**Job Posted:** March 16, 2015

*LULAC is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. LULAC is an equal opportunity employer and it is our policy to recruit, hire, train, promote, and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. LULAC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.*