

PART-TIME JOB OPPORTUNITY

Primary Care for All Americans (PC4AA) Local Work Group Coordinator – Job Description

The PC4AA Local Work Group Coordinator acts as a community organizer for the local work group. Job duties include:

- scheduling Zoom or in-person meetings, sending out meeting reminders, and facilitating the work group meetings.
- extending invitations to individuals identified by members of the work group as potential members.
- provide orientation for new individuals who are interested in being a part of the work group.
- create and update an agenda for the meeting.
- assist the work group members in creating a 5-year Work Plan that guides activities and continues to move the group forward.
- work with the group to do a community assessment to identify access to healthcare, strengths, weaknesses, and gaps, and how the work group can make a positive impact on the community to meet the mission of Primary Care for All Americans.
- mandatory attendance at a weekly staff meeting on Tuesdays at 5:15 pm.

The role of the Coordinator is to have knowledge of the community and to create a mix of membership to include community healthcare providers, organizations, and individuals from the faith-based community.

This is an excellent opportunity for someone who has a passion for community engagement and public health involvement, who is interested in participating in a flexible, part-time capacity.

Compensation: \$30 an hour for up to 5 hours a week. Can work from home.

Please contact Michael Fine at president@primarycareforallAmericans.org if interested – and send a cv to get things moving