



# Advocates for Justice and Education, Inc.

## The Parent Training and Information Center for the District of Columbia

### **JOB ANNOUNCEMENT FOR FULL-TIME HEALTH EQUITY COORDINATOR**

In 1996, Advocates for Justice and Education, Inc. (AJE) was created to increase parental participation in their children's education. AJE's mission is to empower families, youth, and the community to be effective advocates to ensure that children and youth - particularly those with disabilities and special health care needs - receive access to appropriate education and health services. AJE has designed all its programs and services to increase parents' knowledge and capacity to advocate for their children and build community power to achieve systems change, eliminate barriers, and dismantle educational and health inequities in DC. We utilize a multi-strategy approach to achieve our mission: *Direct Services* to address a family's immediate issue; *Training* to increase parents' knowledge and capacity to self-advocate; and *Advocacy*, in partnership with families and other stakeholder partners, to bring about systemic changes through policy, legislation, and litigation.

#### **JOB SUMMARY:**

Over the last three years, AJE has implemented a health equity project to address systemic health inequities affecting underserved and marginalized communities, particularly children and youth with disabilities and special health care needs living in targeted DC wards, through parent-led advocacy efforts. The Health Equity Coordinator will focus on coordinating and managing the health equity program activities to address systemic health disparities in access to quality care for children and youth with special healthcare needs (CYSHCN) in targeted wards.

#### **PRINCIPAL RESPONSIBILITIES:**

This description incorporates the core responsibilities of the position. Other related duties not specifically mentioned might also be performed and not all responsibilities may be carried out depending on operational needs. Additionally, this position has flexible hours and a non-traditional work schedule (working some evenings and weekends will be necessary).

The incumbent in this position will:

- Assist the Health Equity Project Director in managing the day-to-day activities of AJE's health equity project (HEP).
- Research and analyze policies affecting health disparities, including issues related to Medicaid, the Affordable Care Act, racial disparities in health outcomes, and social determinants of health.
- Build and maintain relationships with community organizations, policymakers, and healthcare advocates to collaborate on health equity initiatives.
- Lead the development, coordination, and facilitation of the Community Health Advisory Panel and related meetings in collaboration with policy decision-makers to advance health equity policies for CYSHCN.
- Provide trainings for and engage with families, community organizations, health professionals, and policymakers to support parent-led advocacy.
- Collect and analyze relevant data and track program outcomes.
- Prepare reports and presentations for key stakeholders.
- Monitor and respond to emerging health policy issues and assist in developing strategies to address systemic inequities.
- Draft reports, policy briefs, fact sheets, and other materials to educate stakeholders and advance advocacy efforts.
- Work collaboratively with the Health Equity team to represent the organization at community meetings and public relations events, including participation in relevant coalition or stakeholder group meetings.
- Engage in outreach efforts to families, schools, agencies, professionals, and other stakeholders.

- Help maintain an effective organizational social media presence and produce web content, including newsletters, blogs, etc.
- Perform other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's Degree in public health, public policy, social work, law or related field; Graduate degree preferred
- At least 3 years of experience in public health advocacy, family engagement, community organizing, education, health, and policy advocacy.
- Strong knowledge of health equity issues, social determinants of health and the intersection of disability, special health care needs, and race.
- Experience engaging with policymakers, government agencies, and community-based organizations.
- Demonstrated commitment to social, racial, education, and health justice
- Demonstrated experience in community engagement and coalition-building.
- Proven ability to collect and analyze statistical data and coding data techniques, and experience with evaluative methodologies using qualitative and quantitative research approaches.
- Strong written communication skills, public speaking, and presentation skills
- Strong interpersonal and communication skills; ability to interact professionally and work collaboratively with people from diverse backgrounds
- Intermediate knowledge of standard software applications (Microsoft Word, Excel, PowerPoint, and Publisher), research software systems (Survey Monkey, NVivo, SPSS, Google Analytics), and ability to use Internet Browsers (Chrome, Edge, etc.), web-based applications and data management systems (e.g., Salesforce)
- Intermediate knowledge of social media platforms and/or management software (preferred).
- Intermediate knowledge of programs, email, and blogging platforms (preferred).
- Experience with Canva or other graphic design tools (preferred).

**WORK LOCATION:** Currently, AJE is a hybrid remote office with required workdays in the office.

**SALARY & BENEFITS:** Salary is commensurate with relevant experience, starting at \$58,500 and a maximum salary of \$68,500. Benefits include employer-contributed medical, dental, and vision insurance, paid basic life insurance, 401k with employer contribution, paid annual and sick leave, paid family medical leave, and federal/local holidays.

**TO APPLY:** E-mail your resume, cover letter, and three references to [information@aje-dc.org](mailto:information@aje-dc.org) with the subject line: **Health Equity Coordinator Application – [your last name]**. The position will remain open until filled.

**Advocates for Justice and Education is an Equal Opportunity Employer. We strongly encourage women, persons of color, LGBTQ+ individuals, persons with disabilities, and persons from other underrepresented groups to apply.**