

# Vaccine Peer Ambassador – Coordinator Job Description

The CEAL Project is a one-year project funded by NHLBI to Johns Hopkins University and Morgan State University (MSU) and including vaccine peer ambassadors that can help build trust and acceptance of COVID-19 vaccination. The project will focus on four communities in Baltimore to increase COVID vaccine knowledge and build trust. Standardized educational materials and training will be developed by the project.

**Position Description:** The Vaccine Peer Ambassador- Coordinator will oversee the activities of trained Vaccine Peer Ambassadors hired by the CEAL Project to ensure that the project reaches its community engagement goals. The Vaccine Peer Ambassador Coordinator, under the guidance of the Project Director (Yvonne Bronner, ScD), will be responsible for administrative coordination of the project, and assume primary day-to-day supervision of the Vaccine Peer Ambassadors as they perform their duties in the field.

**Project Details:** Interactions will begin virtually, however, in-person engagements will occur as the COVID-19 situation subsides. This position will require a full-time commitment of **40 hours per week**, and the project period is **twelve months**. The selected candidate will be compensated **\$50,000**.

## Specific Duties & Responsibilities

The Vaccine Peer Ambassador - Coordinator will work with the MSU team but be responsible for the administrative management of the project, in addition to overseeing the activities of assigned Vaccine Peer Ambassadors as they perform their activities in the field. Responsibilities include:

### Administrative & Management Responsibilities

- Assist the MSU CEAL Team with identifying, hiring, and onboarding the Vaccine Peer Ambassadors.
- Planning, coordinating, attending & facilitating weekly project meetings.
- Assist with the planning & delivery of relevant training and attend scheduled bi- Peer Ambassador training.
- Commit to individualized training on cultural practices of the assigned population group. These individual lessons learned will be shared in the weekly meetings in-order **to increase the shared cultural knowledge of the team**.
- Conduct outreach to community-based organizations and other community partners as needed, to follow up on complaints, troubleshoot challenges, and identify and implement course corrections to program activities.
- Support the MSU Team with developing and implementing organizational management structures and systems for monitoring progress toward project objectives.
- Support the MSU Team with developing and implementing work plans, monitoring plans, budgets, and standard operating procedures for the successful implementation of project activities.
- Participate in and take detailed notes for routine planning and coordination meetings.
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### Supervisory Responsibilities

- Track progress of Vaccine Peer Ambassadors' activities and outcomes using an app provided by the project.
- Submit weekly performance reports to the MSU CEAL team describing the activities conducted for each Vaccine Peer Ambassador.
- Prepare and submit weekly timesheets and check requests for payment through the project's fiscal agent (training will be provided).
- Provide technical assistance/troubleshooting as needed to assign Vaccine Peer Ambassadors as they work in the field. Ideally, this feedback would be in real time, to the extent possible, in response to text messages.
- Coordinator will participate and actively contribute to the preparation of project reports.
- Support routine coordination and communication between partners and Ambassadors engaged in the program activities.
- Support development of communications materials and support information sharing across workgroups and with other stakeholders as needed.

**Minimum Qualifications**

- Bachelor's degree in public health or health education and 2- 3 years related experience.
- Strong understanding of and sensitivity to Baltimore City communities and experience working with diverse populations
- Highly detail orientated, proactive, comfortable working under pressure and with minimal oversight
- Experience in work planning and budget management
- Excellent organizational skills, ability to manage multiple tasks and work streams at one time
- Highly motivated; good team player
- Ability to work in a complex environment with multiple tasks and short deadlines.
- Excellent written and oral communication skills
- Proficiency in Microsoft Office, including Word, Excel, PPT, and other organizational tools.

**Preferred**

- Master's degree in public health or health education, or other related field is preferred.
- Experience working in community health or immunization, COVID-19 response.
- Experience working with persons experiencing diverse communities
- Experience sharing success stories or promoting community health services.
- Proficient Spanish language skills preferred.

Applications will be accepted on a rolling basis until the position has been filled.

Please contact Morgan CARES at [morgancares@morgan.edu](mailto:morgancares@morgan.edu), or (443) 885-3626.