



Job Title: Independent Contractor -Community Health Navigator

Location: Grand Rapids, MI

Description:

The Grand Rapids African American Health Institute (GAAHI) is a non-profit organization dedicated to achieving healthcare equity in the African American Community through advocacy, education, and research. We have a rich history of contributing to social justice and racial equity policy, programming, and interventions. We seek to employ talented and success-oriented individuals, committed to supporting and advocating for the well-being of vulnerable populations. We believe in a synergistic, collaborative work environment in which every staff member feels a sense of belonging and valued.

We are looking for a dynamic and experienced leader with a proven history of planning, implementing, and executing programs and managing budgets. This independent contractor position reports directly to the Community Navigator Lead.

Roles and Responsibilities

- Actively develops and engages with key stakeholders.
- Builds collaborative relationships with community partners.
- Knowledgeable in organization's history, programs, mission, and vision.
- Organize COVID and health related clinics, including marketing, canvassing and various forms of social media.
- Work closely with community partners.
- Assist in surveys, focus groups, data collection, and monthly reports.
- Assist with other duties as assigned.

Requirements

- Commitment to GAAHI's mission and values.
- Minimum of a bachelor's degree or work experience equivalent to 2 years plus.
- Proven history of working with a wide range of cultural backgrounds.
- Analytical thinking and ability to analyze data.
- Excellent communication skills, both verbal and written.
- Proficient and flexible in MS Office Word/Excel and Google documents.
- Detailed oriented, excellent organizational skills, ability to prioritize tasks, ability to meet deadlines and excellent time management skills.
- Initiative-taker and independent.

Why GRAAHI?

- You will get the chance to form relationships with motivated staff members, a phenomenal community, and stakeholders who genuinely care about the organization and improving the health of the community.
- You will see the impact of the work that you do and meet the people that are transformed by the programs of the organization.
- This is the perfect opportunity to support the community while addressing healthcare issues.

To Apply: Please send your resume, cover letter, two letters of recommendations, and three references to info@graahi.org. Applications will be reviewed on a rolling basis until the position is filled.

GRAAHI provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.