



Headquarters:

USA

620 Moorefield Park Drive, Suite 150
Midlothian, VA 23236
804-644-2256
888-225-6243
www.balmingilead.org
info@balmingilead.org
healthychurches2020@gmail.com

Tanzania

Skyway Building, 2nd Floor
Ohio/Sokoine Street
P.O. Box 71631
Dar es Salaam, Tanzania
+255 22 212 6462

Program Coordinator, National Brain Health Center for African Americans

Job Description, Roles & Responsibilities

Hours: Full time, Monday thru Friday with occasional evening and weekend activities. Occasional travel within the United States. Work hours to be conducted on The Balm In Gilead, Inc. Richmond Headquarters located at 620 Moorefield Park Drive, Suite 150, Richmond, Virginia 23236

Approximate Salary: Negotiable, commensurate with education & experience

Immediate Supervisor: Deputy Director

The Balm In Gilead's National Brain Health Center for African-Americans (NBHCAA) aims to address the higher prevalence of dementias among African Americans, disparities in diagnosis and treatment, African American cultural beliefs about aging and dementia, and the burdens faced by African American caregivers by building the capacity of federal, state, and local public health officials; healthcare providers and faith based organizations. The goals of the NBHCAA are to:

- Improve efforts to monitor the brain health of African Americans
- Facilitate partnerships between public and private sectors, and federal, state and local policymakers and program planners in public health
- Improve provider awareness of and response to the issue of brain health among African Americans
- Educate patients, caregivers and the larger community about this issue

Organizational Mission of The Balm In Gilead, Inc.

Celebrating 28 years of service, The Balm In Gilead works to prevent diseases and improve the health status of individuals by providing support to faith and other institutions in areas of program design, implementation and evaluation, all of which strengthen their capacity to deliver programs and services that contribute to the elimination of health disparities.

Position Roles and Responsibilities

Under the supervision and guidance of both CEO and Deputy Director, this position will be responsible for providing leadership and guidance to support all activities of The National Brain Health Center for African-Americans (NBHCAA), a program of The Balm In Gilead. This position will serve as the program lead in developing and implementing programs, fundraising, and advocacy strategies for the National Brain Health Center for African Americans. Duties will include:

- Monitoring and analyzing relevant political activity on the national, state, and local government levels related to cognitive and brain health issues
- Develop and implement health related educational programs for The NBHCAA
- Identify, establish, and maintain partnerships and networks to advance the mission and goals of The NBHCAA

- Coordinate and deliver consistent communication strategies that target political members and national advocacy organizations that align with the goals of The NBHCAA
- Develop and implement a national policy and advocacy agenda for The NBHCAA
- Conduct extensive and continuous educational awareness and advocacy activities to promote The NBHCAA
- Coordinate and identify opportunities to engage key stakeholders, leaders, and experts in the field of brain health to raise awareness, funds and support for The NBHCAA

Qualifications

Required:

- Masters and/or advanced degree in gerontology, public health administration, nursing, public health, or other health related field
- 5-10 years of documented work experience in the field of health policy research, development, and advocacy
- Must have experience working with cognitive health issues and policies related to eldercare and geriatric health services
- Excellent oral and written communication skills
- Organizational and relational skills
- Self-guided with attention to detail
- Ability to work collaboratively and respectfully with others
- Proficiency in MS office, to include Publisher and Access
- Willing to relocate to Richmond, VA or nearby location to accommodate reasonable commute to work weekly

Preferred:

- Program planning and management experience
- Background in public health, health education, and advocacy
- Experience working with faith communities and/or nonprofit organizations
- Advanced degree in public health, religion, theology or a related field
- Experience in working with federal and state levels of government

HOW TO APPLY:

To apply please submit resume/CV and cover letter to programs@balmingilead.org no later than 5 p.m. on November 10, 2017. Please note: Balm In Gilead B/H Coordinator in the subject line. For more information about The Balm In Gilead, please visit www.balmingilead.org.