



Job Description:

Orange You Vaccinated Project Manager

Reports to: Managing Director **Effective:** 11/11/2021
Location: Orange, NJ
Status: Part-Time, temporary (starting immediately through May 2022)
Salary: \$25/hour, 20 hours per week

ORANGE YOU VACCINATED draws upon the Healthy Orange Coalition's (HOC) cross-sector networks and grassroots connections to build a joyful and engaging campaign focused on cultivating conversations around the Covid-19 vaccine rooted in trusting relationships. The HUUB is hiring a part-time Project Manager to lead this campaign through Spring 2022.

Essential Functions:

- Manage the Orange You Vaccinated Campaign to achieve a 70% vaccination rate in Orange NJ by May 2022
- Liaise with advisory committee consisting of HUUB and University of Orange leadership and the Healthy Orange Coalition
- Lead recruitment of 6 street team members from the community
- Manage the trilingual OYV street team
- Facilitate HOC meetings with regards to the OYV campaign
- Coordinate and participate in the street team training provided by University of Orange
- Manage the OYV campaign budget and report expenses to HUUB MD
- Managing relationships with local vendors for promotional incentives
- Manage production and dissemination of campaign media and communications
- Produce a monthly vaccination event
- Coordinate with community partners regarding OYV presence at community events
- Liaise with Essex County Health Department to track progress towards 70% vaccination rate goal

Skills and Experience:

- Effective team building and management
- Youth development and management
- Project and event management
- Strong verbal and written communication
- Budget management
- Strong community partner relationships and network
- Strong cultural competency working in diverse, cosmopolitan neighborhoods

To apply, send a resume and cover letter explaining the importance of increasing vaccination rates in communities of color, office@orangehuub.org, by Thursday, November 18, 2021.