



Ellsworth Business Outreach Coordinator

Healthy Acadia, a healthy community coalition serving the Downeast Acadia region of Maine (primarily Hancock & Washington counties), has an **immediate** opportunity for a part-time **Ellsworth Business Outreach Coordinator** to join a dynamic team passionate about making it easier for all people to lead healthier lives. This position will be based in Ellsworth, Maine, and will run through October 31, 2020 (with a potential for further work if the funding is extended). The Business Outreach Coordinator will report to Healthy Acadia's Community Health Director and will connect closely with the City of Ellsworth.

Responsibilities:

- Provide proactive education to Ellsworth businesses on compliance with best COVID-19 public health practices and DECD check-list guidance.
- Identify any challenges and necessary resources needed by businesses, including access to PPE for their staff and their patrons.
- Communicate with City staff to report their findings from the field, including businesses' needs for: materials/supplies (including PPE and signage), educational resources, and/or other additional resources that could be provided by other City staff such as the Code Enforcement Officer, Police Chief, City Manager, or other.
- Work with the City to support the identified needs of the businesses.

Qualifications:

- Clear and demonstrated understanding of COVID-19 public health best practices and guidance.
- Ability to work in person in Ellsworth, visiting and communicating with businesses.
- Strong communication skills: ability to listen well, write and speak effectively.
- Warm, personable, approachable. Team player with the ability to work with diverse people and maintain strong working relationships with volunteers and the community.
- Well organized, able to set and keep deadlines; regularly prioritize work and follow own plan of work.
- IT skills, including the ability to produce office documentation and use email and the internet.

This is a 16 hour/week position through October 31. A valid driver's license and reliable vehicle are required. The selected candidate will be required to pass a National Sex Offender search as well as a criminal history background check with fingerprinting.

To apply: Please email in a single, attached PDF document, a cover letter, resume, and three professional references to: jobs@healthyacadia.org. Applications will be accepted and reviewed immediately, until a suitable candidate is found.

Healthy Acadia is a 501c3 charitable community health organization. We provide equal opportunity to all applicants and employees regardless of race, color, gender, religion, national origin, age, sexual orientation, physical and mental disability, veteran status, or any political or union affiliation.