



**Job Title:** COVID Vaccine Program Assistant Director  
**Department:** Community Health and Engagement  
**Location:** Revere City Hall, 281 Broadway, Revere, MA 02151  
**Hours:** Up to 39 hours weekly. May include nights and weekends.  
**Salary:** \$25.24-\$29.36 per hour. Full time grant-funded position.

**DESCRIPTION:**

The Community Health and Engagement department mission is to increase access to opportunities for active living and healthy eating, through community engagement and leadership development to promote civic engagement to address social determinants of health through policy, system, and environmental changes.

The COVID Vaccine Program Assistant Director will oversee and manage COVID Vaccine and Community Health Ambassadors including providing department program support and oversight. This person will be an integral part of Health and Human Services COVID Vaccine team and support efforts to bring the COVID vaccine to all residents. Priority will be to effectively manage and support COVID Vaccine Ambassadors and Community Health Ambassadors in outreach and vaccination events. This position will travel to a variety of locations within the community, train and organize Ambassadors to effectively meet the outreach needs of the community and be involved in special events as needed.

This position will be based at City Hall in Revere and may require working at a variety of locations within the community. The incumbent will also provide support and assistance for the day-to-day management and program support of the department.

They will be able to effectively develop and foster relationships with a broad range of individuals, organizations, and agencies. The successful candidate must also have experience working with nonprofits/community-based organizations/public-sector, be able to manage their time effectively and balance multiple tasks simultaneously.

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- **Oversee and manage current COVID Vaccine and Community Health Ambassadors.**
  - Manage and supervise scheduling of up to 30 COVID Vaccine Ambassadors ensuring appropriate hours, efficient use of time and appropriate work settings.
  - Process weekly payroll for Ambassadors.

- Coordinate trainings for Ambassadors to support leadership development, cultural empathy, and professional development.
- Supports city-wide efforts to provide vaccine to residents.
  - Attends organizational meetings, including weekly Emergency Response Team meetings.
  - Supports city-wide communications and messaging to increase vaccine information and access for residents.
  - Contributes to engagement of Ambassadors in outreach efforts around the city
- Support department initiatives, programs, and projects under the supervision of the department Director
- Organize and manage spreadsheets related to scheduling, payments, outreach, and program efforts.
- Process payments/invoices, appropriately file paperwork.
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders.
- Write program funding proposals to guarantee uninterrupted delivery of services.
- Provide general assistance, as needed, for Health and Human Services COVID Vaccine efforts/events, and undertake other activities and duties as requested.
- Performs other related duties as required.

**QUALIFICATIONS:**

- Revere residency preferred.
- Bachelor's in Public Health, Public Policy, or related field.
- At least two (2) years in a project management role or leadership position.
- At least one (1) year of supervisory experience preferably in a municipal setting.
- Exceptional leadership, time management, facilitation, and organizational skills.
- Working knowledge of digital marketing.
- Outstanding working knowledge of change management principles and performance evaluation processes.
- Experience in coalition building and/or community organizing.
- Means of transportation to visit all parts of Revere including regional cities and towns.
- Willingness to work a flexible schedule, including evenings and weekends.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge:

- Familiarity of Revere neighborhoods, including understanding of diverse cultures and languages spoken in the city.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Knowledge of Google Office Suite and Drive applications plus Canva.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.

Skills:

- Strong time-management skills. Highly effective communication skills, including written and public speaking skills.
- Strong problem solving and interpersonal skills.
- Trainings or experience in safety, cultural sensitivity, and community outreach.
- Strong ability to delegate appropriately.
- Provide feedback to staff in an empathetic and effective manner.

Abilities:

- Ability to be flexible and adjust to fast-paced environment.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently verbally and in writing.
- Ability to lift and carry between 10 and 15 pounds.
- Ability to organize time efficiently; prioritize multiple tasks and adjust workload as needed in a team environment.

**PHYSICAL ENVIRONMENT:**

Work is primarily performed in an office environment. The work involves sitting, standing, walking, and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at [www.revere.org/jobs](http://www.revere.org/jobs). Please submit a resume, cover letter and salary requirements with your application.