



**CITY OF PHILADELPHIA  
DEPARTMENT OF PUBLIC HEALTH (PDPH)  
DIVISION OF DISEASE CONTROL  
(July 2020)**

**POSITION TITLE:** Outreach Specialist

**PROGRAM AREA:** COVID-19 Containment, Logistics

**GENERAL DESCRIPTION**

The Philadelphia Department of Public Health (PDPH), through its newly created Division of COVID-19 Containment, is responsible for monitoring COVID-19/SARS-CoV-2 exposure within Philadelphia and developing appropriate mitigation strategies. In order to do this, PDPH will be expanding the City's surveillance and detection capabilities to ensure that cases of COVID-19 in Philadelphia residents are quickly identified and investigated.

As the lead agency responding to this public health crisis in Philadelphia, this Division will also work to educate residents on COVID-19, develop policies to slow the spread of disease, manage isolation & quarantine sites, provide infection control guidance to healthcare institutions and work with partners to address other public health issues related to COVID-19 as they arise in the City of Philadelphia. All of the interventions implemented by this Division will build upon existing public health infrastructure in the City of Philadelphia to lay the foundation for future public health surveillance efforts.

The Outreach Specialist is responsible for supporting communications and outreach efforts related to the COVID-19 response. The Outreach Specialist will work with testing sites, health centers, and service provider agencies to ensure that all communities and residents of Philadelphia are aware of COVID-19 services available in the city.

This position is full-time, Monday through Friday, with occasional work after hours and on weekends to support Program activities. The position is grant funded for a minimum of one year. Continuation of the position is dependent on sustained grant funding.

**SPECIFIC DUTIES**

- Work with the Outreach Coordinator and Partnerships Coordinator to support the Division's outreach plan and strategies.
- Develop and maintain relationships with community-based organizations and service provider agencies.
- Identify effective channels of communication for reaching targeted audiences, including identification of non-mainstream methods to promote important preparedness and emergency response information to at-risk or socially isolated populations.

**REQUIRED QUALIFICATIONS**

- Bachelor's degree in public health or related field preferred, with an emphasis on health communications or other relevant field from an accredited college or university
- Previous non-profit or government experience preferred

- Experience in community-based outreach, health education, and/or experience in risk communication activities in a public health or health services agency
- Attention to detail, excellent communication and organizational skills, and the ability to present information effectively to a variety of audiences.
- Excellent English language skills, including composition, grammar, and public speaking, and proficiency in Microsoft Office applications. Desktop publishing or graphic design skills are a plus.
- Equally comfortable working individually and within a team environment.
- Flexibility, professionalism and the ability to manage multiple projects simultaneously
- Fluency in languages other than English is also desirable

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This job may require moderate physical effort including lifting materials and equipment of less than 50 pounds and involves viewing a CRT or VDT screen 50 to 75 percent of the time. The position may require some travel and occasional participation in off-site functions. The position requires responding to public health emergencies and some after-hours activities to accommodate training and exercise activities.

### **SUPERVISION**

This position reports directly to the Outreach Coordinator, Division of COVID-19 Containment.

### **SALARY AND BENEFITS**

Salary is commensurate with experience and qualifications. This position comes with a comprehensive benefits package consisting of medical and dental coverage, paid sick, vacation, and personal time, and a retirement plan.

### **TO APPLY**

At the Philadelphia Department of Public Health, we value health justice. Our work is guided by a commitment to all people's health and humanity, and we recognize the impact that COVID-19 has on our city's diverse population. We are dedicated to building a staff that reflects the diversity of Philadelphia. We encourage applications from individuals who identify with one or more of the following groups:

- a) People of color,
- b) Individuals with disabilities,
- c) LGBTQ+,
- d) First-generation college students,
- e) Individuals from a family that has qualified for federal financial assistance,
- f) Other historically underrepresented or marginalized groups.

Applicants who are originally from and live in the Philadelphia area are also strongly encouraged to apply.

To apply, please submit:

1. A resume or CV

A cover letter that includes:

- Your experience in or with Philadelphia, if any
- Your past or proposed contributions to diversity, equity, and inclusion