



## About AMPHS

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The Academy of Medical & Public Health Services (AMPHS) is a not-for-profit health service organization based in Sunset Park, Brooklyn with a triple aim to identify barriers to health and wellness in underserved immigrant communities; coordinate truly needed primary care with social assistance; and deliver care with dignity and empathy to marginalized New Yorkers. Through its community public health interventions, AMPHS lends to the empowerment of individuals and communities to create their own local and culturally-sensitive health and wellness paradigms.

Equally important to promoting disease prevention are our services tackling social determinants of health and barriers to care. Currently, AMPHS focuses on primary programs: health screenings, wellness consultations, care coordination, social services, literacy classes, and immigrant rights education. Together, these services create a safe, open environment where local residents can discuss health and social concerns and seek care without regard to socioeconomic status, ethnicity, documentation status, and any other discriminatory factor.

Since it was founded in 2010 as an organization run entirely by volunteers, AMPHS has grown to an organization of over 30 dedicated volunteers and staff looking to make a difference in their communities, serving thousands of individuals per year. It is active in various healthcare and immigration coalitions and its work has been featured in renowned media outlets.

For more information, please visit [www.amphsonline.org](http://www.amphsonline.org).

## Position Description

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AMPHS' education programs aim to equip immigrant populations with the knowledge to help them navigate the complexities of living in a new city and transition into post-secondary education and/or employment opportunities. Our training programs also educate community members on their rights as immigrants and provide knowledge about healthy living, nutrition and health access. In addition to community trainings, AMPHS offers certification-level classes for professionals and pre-professional students in public health and emergency preparedness topics.

The Coordinator of Literacy, Education and Training Programs is responsible for coordinating all aspects of AMPHS' training and education programs. This includes classes and trainings in English as a Second Language, immigrant rights, health access, emergency preparedness (CPR, First Aid, EKG), and Mental Health First Aid, as well as AMPHS' semester-long Clinical Practice Training Program. The Coordinator will be responsible for program outreach; instructor recruitment, training and coordination; program outcome reporting; and providing support to students as needed.

### Primary Responsibilities:

Coordinate and implement administrative functions and service delivery for AMPHS' training and education programs. Specific responsibilities include:



- Coordinate workshops and trainings among institutional partners, including, but not limited to: government agencies, elected official offices, and community-based organizations
- Develop reports for funders, including foundations and government contracts, that support AMPHS' programs
- Evaluate student feedback to identify program improvement opportunities
- Identify and arrange teaching facilities that accommodate student and instructor needs
- Maintain annual calendar of education events

Oversee and provide administrative support to AMPHS' team of teaching staff. Specific responsibilities include:

- Recruit, vet and oversee instructor volunteers and staff
- Coordinate and lead regular team meetings and trainings between teaching staff across AMPHS' different education programs
- Work with instructors to design curricula and identify relevant changes for future program development
- Conduct instructor observations and assessments
- Facilitate classes and workshops, as necessary

Maintain accurate student records and provide support for education and training program participants. Specific responsibilities include:

- Manage participant outreach, recruitment and application
- Analyze course records to evaluate student performance and program effectiveness
- Work with instructors and social work team to identify and address barriers to student success (e.g., child daycare needs, possible health/housing issues, etc.)
- Maintain and update students' learning portfolios, progress reports, and attendance records
- Secure and/or create student certifications for program completion

**Minimum Qualifications:**

- Bachelor's degree (B.A.) required; Master's degree preferred
- Bilingual fluency in Spanish and/or Chinese (Mandarin or Cantonese) required
- Prior teaching or instructional experience required
- Program evaluation experience preferred
- BEST Plus certification preferred
- Experience in working with immigrant communities
- Appropriate reading, writing, listening and speaking skills in English
- Ability to provide services in a manner sensitive to the backgrounds and cultures of program participants

**Time Commitment:**

This is a full-time position. Saturday and evening availability at least two days a week is required.



**ACADEMY OF MEDICAL &  
PUBLIC HEALTH SERVICES**

## **Coordinator, Literacy, Education & Training Programs**

### **Job Description**

#### **Compensation:**

- Annual Salary Range: \$40,000-\$42,000, commensurate with experience
- AMPHS offers a compensation package including subsidized healthcare plans, professional development opportunities, and time-off policies. There are opportunities to learn from industry experts to help you advance in the field of public health, health and education policy, immigration and nonprofit administration.

#### **To Apply**

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Please submit a copy of your cover letter, resume, and certifications (if applicable) to [personnel.resources@amphsonline.org](mailto:personnel.resources@amphsonline.org). Applications will be reviewed on a rolling first-come, first-serve basis.

#### **Equal Opportunity Employer**

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.