

COMMUNICATIONS OFFICER (Part time)

Nepal Seattle Society

Partnering For Vaccine Equity (PAVE YR2) Project titled *“Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific*

Priority Application Date: May 20, 2022

Duration: **May 2022** - April 2023

Compensation: \$25 per hour (10 hours per week)

ABOUT THE ORGANIZATION

Nepal Seattle Society (NSS) is a non-profitable, non-political and secular organization registered on October 6, 2000 with the Washington Secretary of State.

NSS MISSION

The mission of NSS is to unite all people of Nepali origin in the State of Washington, to preserve and promote Nepali culture, and to foster relations with friends of Nepal.

NSS GOALS

The objective of this organization is to be operated exclusively for charitable, educational and cultural purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, including, for such purposes:

- To promote and preserve Nepali culture and tradition.
- To bridge the cultural gap between generations in Nepali community.
- To develop mutual cooperation among Nepali population in Washington state and friends of Nepal.
- To promote educational and social activities to benefit the local Nepali community.
- To create a network among Nepali organizations in neighboring states.
- To help Nepali people during natural disasters including pandemics.

ABOUT THE PROGRAM

Partnering For Vaccine Equity (PAVE YR2)

With the support of the Centers for Disease Control and Prevention Foundation (CDCF) and under Partnering For Vaccine Equity initiative (P4VE), NSS will be continuing the project “Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific Northwest” to the second year. The duration of the project is one year from May 01, 2022 through April 29, 2023. Through this project, we aim to increase equitable vaccine coverage among Nepali communities in the Pacific Northwest. Our Project goals and activities align with the following CDCF’s Principles:

1. Authentic community inclusion, engagement and partnerships in prioritizing and accomplishing work
2. Build vibrant, healthy, resilient and prosperous communities where everyone can live their healthiest lives and contribute to the wellbeing of their families and communities.

3. Promote the building blocks of individual and community health.

Our P4VE Year-2 initiative will continue to apply the social determinants of health and health equity approach. We will continue to work on our project's primary goal which is to promote access to influenza and COVID-19 vaccines by promoting confidence in the Nepali community through culturally-appropriate messages using social media platforms, educational material and partnerships with other CBOs. Our key objectives are as follows:

- Community mobilization and engagement
- Culturally-relevant content development and dissemination
- Establish a database Nepali-speaking population in Washington and identify health needs.
- Partnership with other community-based organizations and public health departments

POSITION

We have an excellent opportunity for the position of a Communications Officer for our “Using Nepali Elder-guided Youth Voice to Improve Vaccine Coverage in the Nepali Communities in the Pacific Northwest, Year 2” project, hereby referred to as NEYPVAL-2, funded by the CDC Foundation. The Communications Officer will develop and implement communications plan, strategies, and activities, and evaluation for this project. The Communication Officer will work closely with the Public Health officer, under the guidance of the Project Manager, NSS Health Committee, and the Elders and Youth Advisory Board to develop COVID-19 and Influenza vaccine communications strategies to further culturally relevant public health messages thereby increasing equitable vaccine coverage among Nepali communities in the Pacific Northwest. The Communications Officer will be responsible for creating, implementing and developing metrics for all communication strategies and materials for this Project.

SUMMARY OF DUTIES

- Assist the Program Manager with developing a comprehensive communications plan, communication strategies and materials, and communications outreach and impact metrics for the Project and implement in collaboration with the Public Health Officer.
- Compile communications efforts-related metrics for CDC Foundation's Quarterly Reporting Template.
- Develop contents for the Resource Hub on the NSS website. The Resource Hub will house all the materials made during this project and will be available to the public. The goal is to have a centralized place where our community members can access all health information easily. The Hub will also be a resource for health care providers who are interested in partnering with our community.
- Actively participate in project team meetings for progress status check-in.
- Work closely with the Project Manager and the entire team to develop communication activities to engage with other Nepali organizations in WA and Oregon and their representatives for community mobilization and creation of appropriate health care resources.

- If needed, identify resources to produce video contents of project events in consultation with the project team members including concept development and disseminate the videos across NSS social media platforms with accompanying article/blurb
- Create and publish social media contents around COVID-19 and Influenza education once a month on NSS social media, as supplied by the Public Health Officer and Nepali Health Board, and regularly assess the level of outreach and impact.
- Collaborate with the team on creating electronic NSS Newsletter and share across all NSS web platforms
- Create and distribute relevant flyers/pamphlets to Nepali businesses and organizations across Washington if needed, and regularly assess the level of outreach and impact.
- Serve as the lead for community outreach and provide leadership to all project teams with contents share through social media, websites, email and others
- Perform additional duties as required by the NSS Board

MINIMUM QUALIFICATIONS

- Commitment to our project goals
- Bachelor's degree in Communications or related field and two years of Communications work experience
- Proficient in generating and editing infographics, photo and video, newsletter and article contents
- Skilled in: Adobe Creative Suite, Canva, Microsoft Office
- Proficient in managing web site resources
- Strong writing, editing, verbal communication skills
- Demonstrated ability to work independently and work collaboratively
- Have flexibility and ability to prioritize project needs and handle multiple tasks, projects, and priorities effectively and professionally and shift priorities as needed
- Strong interpersonal skills and ability to work effectively with people from different cultures, backgrounds and perspectives
- Proficient in Nepali and English languages
- Familiarity, interest and knowledge of the Nepali American community and Nepali culture

PREFERRED QUALIFICATIONS

- Prior experience working with Community-based Organizations or Non Profit Organizations
- Prior experience in conducting research and evaluation
- Interest in community health and public health promotion and prevention.

COMPENSATION: \$25/hour (average 15 hours per week)

TERM: May 01, 2022 - April 29, 2023

WORK LOCATION: Remote. Some travel Required

TO APPLY

Email resume and cover letter highlighting your qualifications and demonstrated commitment to health equity for Nepali Community to health@nepalseattle.org to be considered for the position.