

# Service Opportunity Data Sheet

## Mennonite Voluntary Service

Great Plains Office, Box 347, Newton, KS 67114; 316/283-5100  
Great Lakes Office, Box 370, Elkhart, IN 46515; 574/294-7523



This form may be submitted by e-mail or through regular mail. MVS staff may edit position descriptions. Please be as thorough as possible in describing the agency, the position responsibilities and the qualifications. The descriptions are not limited to the space below, use extra pages, etc. Notice a detailed description of the agency is required and you must include an agency contact, address and telephone number.

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**Unit:** Elkhart

**Date:** October 29, 2007

**Position Title:** Program Coordinator

**Organization/Agency Name:** Hispanic Health Coalition

**Agency Contact:**

Liliana Quintero

323 Stocker Ct.

Elkhart, IN 46516

Email: [hlhcecin@verizon.net](mailto:hlhcecin@verizon.net) website: [www.hlhcec.com](http://www.hlhcec.com)

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**1. Description of the organization and its work (include some history of the agency and the population or type of people they serve):**

Hispanic/Latino Health Coalition of Elkhart County, HLHCEC, is a non-profit organization focused on serving the Hispanic community of Elkhart Co. including children and their families. HLHCEC provides preventive healthcare programs to the community through educational speeches, and health fairs so that they may lead healthier lifestyles.

**2. Detailed position description (include whether position is full time or half time):**

The Program Coordinator will be responsible for coordinating, scheduling, and recruiting participants to the various educational programs for children and their families across Elkhart County and surrounding cities. The programs are held on average 5 per year, and each one is 6 sessions long (2 hours each). The Program Coordinator will also support marketing and promotional activities involved with the planning of the programs.

**Specific responsibilities:**

- Prepare presentations and support materials, assemble handouts
- Implement marketing strategies to promote the programs
- Maintain up-to-date list of contacts and follow up as appropriate, such as registrations, evaluations and recommendations
- Coordinate the schedule of programs with the facilitators and the location.
- Conduct on-line research, create and maintain databases, prepare analyses as requested
- Provide other support as needed

**3. Qualifications:**

At least two years of college

- Bilingual (Spanish and English), and very good grammar skills in English.
- Enjoy and experience working directly with underserved groups.
- Good skills to give presentations to groups of 30 people.
- Excellent communication, problem solving and organizational skills
- Demonstrated ability in meeting project goals and deadlines
- Proficiency in using MS Office applications

Available to work some evenings and some Saturdays: The majority of the programs are given in the evenings (between 5 and 7 pm) or Saturdays.

**4. Worker's Compensation? Yes or No.**

**5. Comments:**

Approved by Local Leadership \_\_\_\_\_ Date \_\_\_\_\_

Approved by MVSO: \_\_\_\_\_ Date \_\_\_\_\_