



Company: ARM Consulting LLC

Position Title: COVID-19 Community Outreach Worker

Position Category: Temporary, Part-time

Locations: Leesburg, VA

ARM Consulting (ARM) is a management and technology company that integrates a range of capabilities to assist government and commercial customers resolve complex issues while simultaneously achieving optimal success. ARM's customized and concierge approach to partnering with customers uniquely positions our company to realize efficiencies without compromising innovation.

ARM is partnering with a non-profit client who serves vulnerable underserved communities in Loudoun County, VA and is seeking to recruit a temporary part-time **COVID-19 Community Outreach Worker** to join its team.

Position Description

The COVID-19 Community Outreach Worker provides support to the Outreach Coordinator's implementation of outreach initiatives serving vulnerable underserved communities in Loudoun County. This is a temporary, part-time position.

Essential Duties and Responsibilities:

- Conduct outreach in specified areas to:
 - Identify barriers to participating in COVID-19 testing
 - Provide information about COVID and COVID-19 testing
 - Encourage COVID-19 testing
 - Facilitate access to COVID-19 testing to educate on the benefits of testing for COVID-19
 - Answer questions and address barriers to getting tested for COVID-19
- Participate in the Loudoun COVID-19 Coalition, providing information from outreach efforts that is relevant to the development and modification of the overall COVID-19 Outreach Plan.
- Provide input on written and social media materials to be utilized in community outreach.
- Outside of Coalition meetings, relay relevant information on community concerns and opportunities to Outreach Coordinator.
- Participate in meetings as required relevant to specific outreach activities.
- Provide weekly outreach and task reports, both quantitative and narrative.
- Job responsibilities may vary from those listed above due to the demands of the work environment.



Qualifications:

- Experience working with marginalized and vulnerable communities providing services and/or education about human service programs, accessibility and utilization.
- Must have fluent bilingual English-Spanish speaking abilities.
- Cultural and linguistic ability to work with diverse groups of people
- Access to own insured transportation.
- Able to work independently.
- Must be available to work some evenings and weekends with specific hours to be determined.
- Physically able to walk significant distance in various indoor and outdoor community settings.

Minimum Experience, Education and Licensure:

- High School Graduate
- Experience working with non-profits

Minimum Knowledge, Skills and Abilities:

- Excellent interpersonal and communication skills
- Knowledge of project coordination
- Strong time management skills
- Must be responsible, dependable and display the highest level of integrity

Preferred Experience

- Some college with business administration studies

ADA Specifications

The person in this position must be flexible and able to work in a team oriented and fast paced environment. The position requires extensive walking and long periods of standing.

Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States.

ARM is a federal contractor and an EEO and Affirmative Action Employer of Females/Minorities/Veterans/Individuals with Disabilities.

All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.

ARM is an Equal Opportunity Employer.

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