Mid-Minnesota Legal Aid (MMLA) is seeking a full-time Health Care Outreach Coordinator/Scheduler for its St. Cloud office. The person will be based in MMLA’s St. Cloud office and will work with the agency’s Project Care team to lead the team’s outreach efforts and to connect clients with team Navigators. St. Cloud is a city of 60,000, located 65 miles northwest of Minneapolis/St. Paul. There are three area colleges, community theaters, a thriving arts community, and easy access to state parks and the Lake Wobegon Bike Trail. Project Care provides outreach and healthcare enrollment assistance to residents in 12 Central Minnesota communities.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

RESPONSIBILITIES:

- Apply the principles of MMLA’s Racial Justice Values Statement in all interactions.
- Identify and schedule outreach activities across the 12-county area.
- Work with the agency’s social media team to maintain the project’s social media.
- Provide information and outreach to community members across the 12-county area served by the project.

QUALIFICATIONS:

- Second language skills strongly preferred, particularly Somali or Spanish.
- Ability to complete the MNsure navigator certification, including a background check.
- Ability to do short travel within Central Minnesota.
- Demonstrated interest in and commitment to the needs of low-income/vulnerable clients.
- Creativity and the desire to work semi-independently.
- Ability to collaborate with team members.
- Strong attention to detail.
- Excellent analytical and written and verbal communication skills.
- Proficiency using Microsoft Office required.
- Proficiency with various social media platforms.
- Diverse economic, social, and cultural experiences preferred.

SALARY: $35,546 to $37,046 per year, depending on experience, plus benefit. Benefits include family medical and dental insurance, short- and long-term disability, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off.
APPLICATIONS: Submit resume, cover letter, and three job-related references online at apply@mylegalaid.org by July 17, 2023, or until position filled.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Ann Cofell at acofell@mylegalaid.org.

Please direct all other inquiries to hiring@mylegalaid.org.

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.