



Coordinator of Client & Community Outreach Services

The Opportunity

Our *Coordinator of Client and Community Outreach Services* will join a close-knit team of mental health professionals committed to the work of healing BIPOC communities and their non-BIPOC allies. The opportunity is to join a supportive team focused on a social justice model of healing. Your work will include assisting psychologists, clients, and the community through a variety of client services and outreach duties. This includes being a primary liaison for client engagement, workshop coordination, gathering client background information, and supporting digital media engagement. This position is ideal for someone interested in engaging in a diverse set of tasks supporting client engagement via phone, in-person, and digital media.

This pivotal moment in history provides an opportunity for motivated disruptor-activists to help our clients and the larger community deal with the psychological stressors facing us all. This is a dynamic opportunity for innovative thought-leaders inspired towards action that will foster global healing and change. This position emphasizes skills in digital media management, client and community care working with BIPOC clients, their allies, and other stakeholders.

Coordinator Profile

The selected candidate will display exceptional interpersonal, client, and self-care skills. This person will be an excellent writer who is organized, a detailed editor, and demonstrates outstanding follow-through. The individual will have a deep and proven commitment to working at a grassroots level within BIPOC communities. This candidate will have experience in administrative, programming, and social media engagement, preferably in a medical or mental health office setting, though not required. The individual will show a deep commitment and eagerness to learn and perform amongst mental health clinicians and provide supplementary support as needed. Familiarity with Canva and personalizing templates is a plus. Successful applicants will have completed a Bachelor's degree from an accredited program in African American/Africana Studies, Women & Gender Studies, Business Management, Marketing, Public Relations, Sociology, Counseling, Psychology, Social Work, or a closely related field. Candidates must have 2-3 years of experience working in culturally, economically, linguistically, and religiously diverse communities.

Duties include but are not limited to:

Client Support

- Serving as a liaison between clients, clinicians, and management.
- Scheduling client, community, and workshop participant engagement activities.
- Conduct tasks to assist with the smooth flow of office operations.
- Additional administrative tasks as assigned.

Community Outreach

- Provide thought leadership regarding community and digital outreach activities.
- Develop, copy edit, and execute basic social media engagement.
- Community workshop coordination, facilitator support, and attendee engagement.
- Engage in community outreach activities with referral sources, allied health providers, and other stakeholders.

Psychologist Support

- Assist psychologists in client/collateral data collection, report construction, copy editing, and submission.
- Ensure timely report preparation under the direct supervision of staff psychologists.
- Construction and copy editing of mental health materials for community engagement.

Compensation: This position offers a competitive salary depending upon references, education/training, and experience. Additional benefits include access to healthcare, dental and vision coverage.

About A Healing Paradigm

In 2007 our Executive Director had a vision to create a center focused on wellbeing. Through that vision, A Healing Paradigm (AHP) was born. Our goal is to decolonize Western psychology concepts by understanding how culture, indigenous healing traditions, and spirituality can be used to heal people of African descent globally. By extension, we have created a space to address the psychological wellbeing of BIPOC (Black, Indigenous, People of Color) and our non-BIPOC allies. We offer professional training, counseling, psychological testing, continuing education, and speaking services to an international audience.

Mission

We provide culturally congruent mental health, fitness, and education services by utilizing state-of-the-art technology through an integrative wellness and decolonial model.

Our Values

Our work is guided by core values:

Reciprocity: In the ever-lasting flow of life, we believe in the importance of equity and balance, through giving and receiving in equal measure.

Sankofa: The Akan speaking peoples in Ghana define Sankofa as going back and retrieving that which was lost. We believe in the process of rediscovering and safeguarding personal, family, and community cultural history and psychological wellbeing.

Ancestral Connection: We believe in the wisdom of healthy elders, the ancestors, and those who have walked the path before us.

Spirituality: We uplift the importance of connection to divine source as it manifests within individuals, families, and communities.

Ìwà pèlè (Good Character): We believe the proverb: Character is like smoke; it cannot be hidden for long. Thus, we are honest and take responsibility for our actions.

Social Justice: We acknowledge the existence of and resist institutionalized racism, gender, disability, sexual identity, and economic inequality, privilege, and microaggressions.

Courage: We will be courageous even when the alternative is financially advantageous.

Collaboration: We partner with those who are psychologically healthy, believe in justice, engage in personal healing, and work towards the liberation of BIPOC globally.

How to Apply

Send curriculum vita, letter of interest, and writing sample (e.g. class paper) to Human Resources - jobs@AHealingParadigm.com – Emailed questions regarding the position are welcome. A current position on our site indicates an available position.

The Interview Process

We are seeking the right person for our unique vision. Thus, our interview process is multi-step and provides us the opportunity to engage in authentic decision making regarding the candidate who is the right fit.

Start your journey by visiting our website and social media pages on Facebook, YouTube, and Instagram. Decide whether our values are in alignment with the vision you have for social justice and community healing. Then, prepare for the journey. We may ask you to complete a video, invite you for a virtual multi-staff interview and have you complete a variety of tasks to demonstrate your skills. Do not worry, the process is not designed to be tricky. Instead, it is about us having prolonged engagement to decide whether we are a match.