

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Saau-Umi
DHR Director

Max Tuitele
Deputy Director

Falo Johansson
Deputy Director

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: <i>Outreach Coordinator</i>		Posting Date: <i>July 24, 2026</i>	Serial No.: <i>117-26</i>
Department/Division: <i>Department of Health</i>		Closing Date: <i>August 14, 2026</i>	Announcement No.: <i>117-26</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-11 \$17,069 –\$42,419 p.a.</i>	

General Description:

The Basic Function and Scope of Responsibilities of the Outreach Coordinator is to provide essential support to the Department of Health's Noncommunicable Disease (NCD) Office by coordination and executing outreach activities associated with the Behavioral Risk Factor Surveillance System (BRFSS). The Outreach Coordinator is responsible for implementing culturally appropriate outreach strategies, ensuring effective coordination, timely communication, and respectful engagement with internal and external stakeholders. This position also contributes to the alignment of outreach efforts with broader NCD prevention priorities, including school-based, village-level, and faith-based initiatives.

Key Duties and Responsibilities:

- Coordinate and implement BRFSS-related outreach activities, including community education, recruitment, and public engagement; plan and execute outreach events, presentations, and stakeholder meetings
- Serve as liaison to village leaders, schools, faith-based organizations, and government partners; maintain respectful, culturally grounded relationships; ensure timely communication across all partners
- Prepare outreach materials, talking points, announcements, and culturally appropriate messaging; support radio announcements, community notices and public service communications
- Maintain accurate records of outreach activities, participation, and follow-up; prepare summaries for internal reporting and grant compliance; track outreach metrics and support continuous improvement

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
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- Coordinate meeting logistics, schedules, agendas, minutes, and follow-up tasks; support procurement and distribution of outreach supplies and materials
- Provide additional support to the NCD Office and BRFSS operations as needed to meet program goals and emerging priorities
- Perform other job related duties as assigned

Knowledge, Skills, and Ability:

- Excellent Communication skills in both English and Samoa
- Ability to work collaboratively across diverse teams and settings
- Demonstrate deep knowledge and understanding of Samoan Cultural practices and traditions
- Ability to navigate cultural nuances and ensure culturally sensitive outreach
- Experience in community mobilization, data collection and culturally responsive engagement
- Experience in media coordination and public relations
- Proficiency in other Pacific Island or Asian Language
- Certificate of proficiency in Public Health from American Samoa Community College
- Organizational Skills

Academic and Experience Requirements:

- Applicant must have a bachelors degree from an accredited university or college plus 3 years of relative work experience
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 699-4481.

Fa'afetai tele,



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi
Director, Department of Human Resources

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