

Lemanu Peleti Mauga
Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director

Max Tuitele
Deputy Director
Personnel/Administration

Falo Johannson
Deputy, WIOA

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

JOB ANNOUNCEMENT

Job Title: Outreach Coordinator		Posting Date: November 29, 2023	Serial No.: 180-23
Department/Division: Department of Health/ Comprehensive Cancer Control Program		Closing Date: December 13, 2023	Announcement No.: 180-23
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-11/ \$17,069- \$42,419 p.a.	

General Description:

The Outreach Coordinator is an entry-level position that works to enhance Comprehensive Cancer Control program presence through community outreach, membership recruitment and partner engagement. The position also manages the promotion of all Comprehensive Cancer Control program activities through social media and websites related to cancer.

Key Duties and Responsibilities:

- Develop an annual outreach plan.
- Will manage the activities within the cancer workgroups including scheduling meetings, developing agendas, promoting meetings, and developing and sharing meeting minutes.
- Reports to the Program Coordinator, this position's primary responsibility is to ensure that Comprehensive Cancer Control program coordinator.
- Inform and update on the latest tobacco and cancer trends and data, funding and announcements and any other tobacco and cancer-related information.
- Manage cancer and tobacco workgroup and taskforce activities.
- Orientation and engagement of new members of the cancer coalition & survivor support group
- Coordination of television and radio interviews.
- Manages websites and social media such as our cancer survivor Facebook page.
- Organizes and coordinates volunteer assistance, meeting facilities and program events.
- Assists in the research and preparation of reports.

This is an Equal Employment Opportunity Employer

- Supervise volunteers.

Knowledge, Skills, and Ability:

- Knowledge of methods of cancer control, tobacco control, health information and education.
- Knowledge of public health that provide community health information services.
- Knowledge about cultural competency and how to address diverse audiences.
- Handle multiple tasks at one time.
- Must possess excellent verbal and written communication skills and apply organizational, interpersonal, and leadership skills.
- Must have an understanding of computer technology, including the ability to use specialized software packages such as spreadsheets, graphics, word processing, database management and social media.

Academic and Experience Requirements:

- Applicant must have a bachelor's degree from an accredited college or university plus 3 years of work experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary may 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 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou Alaimalo
Director, Department of Human Resources