

Community Health Worker Coalition (CHWCo)

Network and Capacity Building Specialist



Position Title: Network and Capacity Building Specialist

Position Reports to: President & CEO

Project Description: The Community Health Worker Coalition (CHWCo) is a social enterprise committed to supporting and elevating community facing workforces and professionals. This role aims to build a strong community of leaders and professionals through innovative training, skill-building, and strategic career opportunities.

We are seeking a highly motivated and tech-savvy Network and Capacity Building Specialist to design, facilitate, and implement learning, workforce engagement, and leadership readiness opportunities. This role is critical to supporting workforce readiness by equipping community facing professionals with advanced leadership skills through structured training, applied practice, and a collaborative community.

Key Responsibilities:

Training Program Development and Delivery

- Design, test, and deliver engaging leadership intensives, think tanks, and live lessons that curate innovative content and emphasizes applied practice/ hands-on learning for community leaders.
- Develop and maintain learning materials and guides to support ongoing training initiatives.

Community Engagement & Capacity Building

- Lead creative and interactive Zoom co-working sessions to foster collaboration and productivity.
- Structure pitch practice sessions to help participants secure funding and strategic partnerships.

Virtual Platform Management

- Oversee the backend management of a virtual leadership platform, including user access, content updates, and engagement tracking.
- Test and troubleshoot new features to ensure smooth platform operation.
- Maintain and evaluate community engagement metrics to provide recommendations for improvements.

Customized Support & Workforce Readiness

- Conduct readiness assessments to identify workforce needs and tailor training opportunities accordingly.

Strategic Systems & Process Implementation

- Collaborate with Coalition leadership to identify and address gaps in workforce readiness.
- Create a structured process and evaluation mechanism for the network initiatives.
- Develop frameworks for continuous improvement and scalability of learning programs.

Qualifications:

Required:

- Strong facilitation and public speaking skills to engage and inspire diverse audiences.
- Proven ability to curate and deliver educational content in a virtual environment.
- Completion of the State of Missouri Train the Trainer curriculum or an equivalent certification.
- Strong project management skills and attention to detail.
- Familiarity with Learning Management Systems (LMS) and virtual engagement tools.
- Passion for leadership development and community building.

Preferred:

- Experience as a Community Health Worker (CHW).
- Experience designing and delivering focused educational content.
- Demonstrated ability to assess workforce readiness and tailor training solutions accordingly.

Ideal Candidate:

- A natural connector with a love for teaching and building strong, dynamic communities.
- A creative thinker and problem solver who thrives on building systems and engaging communities.
- Adept at balancing strategic vision with hands-on implementation.
- Committed to advancing the leadership capabilities of community facing professionals.
- Highly organized, adaptable, and results oriented.

Other Requirements:

High attention to detail, strong work ethic, and ability to hit deadlines and communicate when they cannot. Strong analytical, interpersonal, communication and organization skills. Excellent written and verbal communication skills with a thoroughness in documentation. Knowledge of digital/social trends and analysis is necessary. Proficiency with Microsoft Word, Microsoft Excel. Internet browsing software is essential. Strong passion for the mission and demonstrated interest in racial equity - honoring Black spaces, specifically.

Position Type:

The Network and Capacity Building Specialist is a part time, non-exempt position averaging 10 hours a week. Employees are not eligible for full benefits, as outlined in the employee handbook, however, will receive periodic reviews with reward of achievements. Employees are also eligible for annual standard of living increases.

Work Environment and Physical Demands:

Employees can expect to work in an environment that is free from discrimination, intimidation, coercion, or harassment, including sexual. Employees are expected to perform their duties in a hybrid environment; however, work is primarily performed indoors in an office setting. Employee may be required to travel, particularly during the business day, although some out-of-the area travel may be expected. The employee is frequently required to walk, bend, twist, push, pull, reach above shoulder, and use hands to finger, handle, or feel – mounting to an occasional lift and/or move up to 25 pounds.

Pay: \$15 - \$20/hour

Application Instructions:

Interested candidates should submit a copy of their resume to admin@stlchwcoalition.org

The subject line should include “Network and Capacity Building Specialist”

Interviewing for this position will begin immediately.

Interview process will include:

1. Submit Materials
2. Interview(s)
3. Decision Shared

If you are passionate about building the #1 community for community facing leaders and professionals - while making a meaningful impact in the CHW field - we would love to hear from you!

If you're passionate about network and community capacity building, we want to hear from you. Submit your resume today!