JOB TITLE: Executive Director

GENERAL DESCRIPTION:
The staffer in this position is responsible for overseeing the administrative and executive operations of the Coalition as directed by the Board of Directors to ensure the organizational objectives are met.

RESPONSIBLE TO: Board of Directors

RESPONSIBLE FOR: Administrative Assistant, Parish Coordinators, and volunteers

MINIMUM QUALIFICATIONS FOR THE POSITION:
Excellent oral and written communication skills
Pro Breastfeeding
RN, preferred
Currently certified IBCLC or obtained within a year preferred
English required, bilingual preferred

EXPERIENCE:
Maternal Child Health nursing
Lactation consulting- two years
Management experience – two years preferred

SPECIAL KNOWLEDGE/ SKILLS/ ABILITIES
Ability to maintain effective working relationships and deal with a variety of staff, personnel and public effectively.
Ability to plan, organize, and implement specific programs related to the CLBC, Inc.
Ability to handle multiple tasks while interacting with diverse population groups.

WORKING SCHEDULE:
Full time days working 40 hours a week, some evenings required

PHYSICAL REQUIREMENTS OF THE POSITION:
(Reasonable accommodation will be considered where appropriate: Federal Rehabilitation Act of 1973, Sec. 503-504 and Americans with Disabilities Act of 1990, P.L. 101-336). Physical and emotional health sufficient to meet the specific job demands which are inclusive of but not limited to: normal office conditions, plus the ability to move throughout the institution and the lifting or moving of light objects. Dexterity for typing and for entering data into the computer.
DUTIES:
A. Participates in training sessions held for peer counselors.
B. Identifies potential referral sources for Mom on Call program.
C. Follows-up on referrals for potential referral sources, peer counselors, and candidates for the Mom on Call program.
D. Acts as a spokesperson for the Coalition by participating in health fairs and community events.
E. Attends monthly Coalition meetings, bi-monthly meeting with the Coalition Staff, and Board of Directors meetings.
F. Develops and administers the Coalition budget.
G. Coordinates Breastfeeding Support Groups within the parish.
H. Monitors performance of administrative assistant and parish coordinators.
I. Distributes brochures and flyers within the parish as needed.
J. Researches various advertising methods within the parish.
K. Schedules training sessions for peer counselors.
L. Evaluates volunteers and paid employees.
M. Triages breastfeeding questions to appropriate referral source.
N. Maintains community statistics for initiation and duration of breastfeeding rates.
O. Researches and submits grants to support the Coalition’s programs.
P. Conducts quality improvement strategies to assess program success.
Q. Participates in Mom at Work program by identifying potential work sites, making presentations, and following sites progression in the program.
R. Serves as a speaker/participant of professional forums providing information relating to lactation and breastfeeding.
S. Assists with further organizational development.
JOB TITLE: Parish Breastfeeding Coordinator

GENERAL DESCRIPTION:
The staffer in this position is responsible for implementing a program in respective parish to ensure monthly goals are met for the parish.

RESPONSIBLE TO: Executive Director

MINIMUM QUALIFICATIONS FOR THE POSITION:
High School Diploma
Have computer knowledge and internet access
Good communication skills
Pro Breastfeeding

EXPERIENCE:
Previous supervisory experience preferred but not required.

SPECIAL KNOWLEDGE/ SKILLS/ ABILITIES
Ability to maintain effective working relationships and deal with a variety of staff, personnel and public effectively.
Ability to plan, organize, and implement specific programs related to the Coalition.

WORKING SCHEDULE:
Part-time days working up to 12 hours a week, some evenings required

PHYSICAL REQUIREMENTS OF THE POSITION:
(Reasonable accommodation will be considered where appropriate: Federal Rehabilitation Act of 1973, Sec. 503-504 and Americans with Disabilities Act of 1990, P.L. 101-336). Physical and emotional health sufficient to meet the specific job demands which are inclusive of but not limited to: normal office conditions, plus the ability to move throughout the institution and the lifting or moving of light objects. Dexterity for typing and for entering data into the computer.
DUTIES:
A. Participates in training sessions held for peer counselors.
B. Identifies potential referral sources for Mom on Call program.
C. Follows-up on referrals for potential referral sources, peer counselors, and candidates for the Mom on Call program.
D. Acts as a spokesperson for the Coalition by participating in health fairs and community events in respective parish and/or neighboring parish.
E. Attends monthly Coalition meetings and bi-monthly meeting with Executive Director.
F. Coordinates bi-monthly meeting for all peer counselors in respective parish.
G. Coordinates Breastfeeding Support Groups within the parish.
H. Monitors performance of peer counselors, referring to Executive Director as needed.
I. Distributes brochures and flyers within the parish as needed.
J. Researches various advertising methods within the parish and report to Executive Director.
K. Serves on one committee for the Coalition.
L. Actively supports volunteer recruitment.
JOB TITLE: Administrative Assistant

GENERAL DESCRIPTION:
The staffer in this position performs administrative and secretarial duties related to the operations of the Coalition.

RESPONSIBLE TO: Executive Director

MINIMUM QUALIFICATIONS FOR THE POSITION:
High School Diploma
Have computer knowledge and internet access
Good communication skills
Pro Breastfeeding
Completion of secretarial or business program preferred

EXPERIENCE:
Two years comparable administrative experience preferred but not required.

SPECIAL KNOWLEDGE/ SKILLS/ ABILITIES:
Possesses ability to maintain effective working relationships and deal with a variety of staff, personnel and public effectively.

WORKING SCHEDULE:
Part-time days working up to 12 hours a week, some evenings required (majority of time worked will be in the Coalition office)

PHYSICAL REQUIREMENTS OF THE POSITION:
(Reasonable accommodation will be considered where appropriate: Federal Rehabilitation Act of 1973, Sec. 503-504 and Americans with Disabilities Act of 1990, P.L. 101-336). Physical and emotional health sufficient to meet the specific job demands which are inclusive of but not limited to: normal office conditions, plus the ability to move throughout the institution and the lifting or moving of light objects. Dexterity for typing and for entering data into the computer.
DUTIES:
A. Conducts the day-to-day operation of the Coalition.
B. Obtains and organizes technical and administrative materials for public information or organizational use.
C. Participates in meetings and recording of meeting minutes as assigned.
D. Acts as a spokesperson for the Coalition by participating in health fairs and community events.
E. Attends monthly Coalition meetings and bi-monthly meeting with Executive Director.
F. Provides logistical support: coordinates meetings, emails, copies, create hard copy and computer files.
G. Actively supports volunteer recruitment.
H. Conducts basic programmatic research.
I. Distributes brochures and flyers within the parish as needed
J. Utilizes and maintains office equipment, supplies, and machinery as appropriate.
K. Serves on one committee for the Coalition
L. Answers telephone calls and triages breastfeeding questions to appropriate referral source.
M. Participates in the quality assurance monitoring.
N. Carries out other duties as assigned.
O. Maintains current list of all members and partners.
P. Facilitates staff payroll through CPA and maintains the Coalition’s checking account.
Q. Monitors the Coalition’s expenditures categorically.
JOB TITLE: Senior Parish Breastfeeding Coordinator

GENERAL DESCRIPTION:
The staffer in this position is responsible for implementing a program in respective parish to ensure monthly goals are met for the parish.

RESPONSIBLE TO: Executive Director

MINIMUM QUALIFICATIONS FOR THE POSITION:
High School Diploma
Have computer knowledge and internet access
Good communication skills
Pro Breastfeeding

EXPERIENCE:
Previous supervisory experience preferred but not required.

SPECIAL KNOWLEDGE/ SKILLS/ ABILITIES
Ability to maintain effective working relationships and deal with a variety of staff, personnel and public effectively.
Ability to plan, organize, and implement specific programs related to the CLBC, Inc.

WORKING SCHEDULE:
Part-time days working up to 20 hours a week, some evenings required

PHYSICAL REQUIREMENTS OF THE POSITION:
(Reasonable accommodation will be considered where appropriate: Federal Rehabilitation Act of 1973, Sec. 503-504 and Americans with Disabilities Act of 1990, P.L. 101-336). Physical and emotional health sufficient to meet the specific job demands which are inclusive of but not limited to: normal office conditions, plus the ability to move throughout the institution and the lifting or moving of light objects.
Dexterity for typing and for entering data into the computer.
DUTIES:
A. Participates in training sessions held for peer counselors.
B. Identifies potential referral sources for Mom on Call program.
C. Follows-up on referrals for potential referral sources, peer counselors, and candidates for the Mom on Call program.
D. Acts as a spokesperson for the Coalition by participating in health fairs and community events in respective parish and/or neighboring parish.
E. Attends monthly Coalition meetings and bi-monthly meeting with Executive Director.
F. Coordinates bi-monthly meeting for all peer counselors in respective parish.
G. Coordinates Breastfeeding Support Groups within the parish.
H. Monitors performance of peer counselors, referring to Executive Director as needed.
I. Distributes brochures and flyers within the parish as needed.
J. Researches various advertising methods within the parish and report to Executive Director.
K. Serves on one committee for the Coalition.
L. Serves as editor of the Coalition’s monthly newsletter.
M. Obtains, organizes, and drafts technical and administrative materials for public information and organizational use.
N. Writes material for and directs the layout of informational materials such as bulletins, pamphlets, directories, and posters.
O. Arranges meetings with various agencies and leaders of the community.
P. Oversees staff or volunteer coverage at various events and health fairs.
Q. Participates in Mom at Work program by identifying potential work sites, making presentations, and following sites progression in the program.
JOB TITLE:  Peer Counselor

GENERAL DESCRIPTION:
The staffer in this position is responsible for monitoring the progress of their designated peers, providing support, and referrals to healthcare professionals as needed.

RESPONSIBLE TO:   Parish Breastfeeding Coordinator
                  Program Manager

MINIMUM QUALIFICATIONS FOR THE POSITION:
Continuous breastfeeding experience for 6 months
Good communication skills
Telephone access, transportation preferred

EXPERIENCE:
Previous breastfeeding experience or breastfeeding now

SPECIAL KNOWLEDGE/ SKILLS/ ABILITIES:
Ability to maintain effective working relationships with participants as well as staff
Ability to counsel an inexperienced breastfeeding mom concerning common questions, general support
Ability to identify when participant needs to be referred to a healthcare professional

WORKING SCHEDULE:
Part time days, some evenings required.  Flexible hours.

DUTIES:
A. Participate in breastfeeding peer counselor training.
B. Act as a spokesperson for CLBC, Inc. by participating in health fairs and community events in respective parish and/or neighboring parish.
C. Identify potential candidates for Mom on Call program.
D. Follow-up on referrals for Mom on Call program.
E. Attend monthly Coalition meetings and periodic meetings with Parish Coordinator.
F. Attend and assist with parish Breastfeeding Support Groups