

Community Engagement Coordinator, Mobile Health Unit
University at Buffalo

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Posted Oct. 3, 2025, set to expire Oct. 30, 2025

Job Title	Community Engagement Coordinator, Mobile Health Unit
Department	SPHHP Community Engagement
Institution	University at Buffalo Buffalo, New York
Date Posted	Oct. 3, 2025
Application Deadline	10/30/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Communications/Public Relations
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Community Engagement Coordinator, Mobile Health Unit

Position Information

Position Title: Community Engagement Coordinator, Mobile Health Unit

Department: SPHHP Community Engagement

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59403>

Job Type: Full-Time

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Posting Detail Information

Position Summary

This **Community Engagement Coordinator** position will be instrumental in the implementation of the newly created interprofessional [mobile health unit, Health on Wheels](#), to support the health and wellbeing of those living primarily in the Seneca-Babcock neighborhood and surrounding Western New York (WNY) Community. This position will be hands-on, balancing both administrative responsibilities and being involved in personal health-centered interactions with our diverse community members.

Stationed primarily at the Seneca-Babcock Community Association, the mobile health unit will serve a population of approximately 30,000 residents in Buffalo and extend services across Erie and surrounding counties. Through partnerships with local organizations, the unit will be made regularly available to residents in both urban and rural areas of WNY. From the mobile unit (a fleet of three vehicles), UB students and faculty in the health sciences will provide screenings, prevention services, referrals, and support for individuals and families navigating the health care system. The Community Engagement Coordinator will be central to ensuring the smooth and effective delivery of these services.

Responsibilities:

- Assist with the planning, coordination, and evaluation of community outreach initiatives.
- Coordinate activities with university partners, students, and community members to enhance the visibility of the schools contribution to the community to both internal and external constituents.
- Collaborate with the SPHHP mobile health team on operational matters, including scheduling, staffing, and compliance with university procedures.
- Manage scheduling and logistics for the three mobile health unit vehicles, including driving smaller vans and the larger mobile unit. Support efficient delivery of services to ensure goals are met.
- Track and monitor data to evaluate effectiveness and inform future planning.
- Develop, track and submit proper budgets and reports for Mobile Health Unit; purchase all required items for supply needs.
- Supervise and train students, part-time staff, and volunteers engaged in mobile health unit activities.
- Oversee use of the Electronic Medical Records (EMR) system and other mobile health technologies.
- Maintain the highest level of professionalism and confidentiality in alignment with health care standards.

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- Perform additional/all other duties as assigned to support community engagement and mobile health operations.

To promote safe driving practices for the protection of the University Community, all those who drive University-owned vehicles are required to be included in the New York State Department of Motor Vehicles (DMV) License Event Notification Service (LENS).

About the School

SPHHP is the home to five departments: biostatistics, community health and health behavior, epidemiology and environmental health, exercise and nutrition sciences, and rehabilitation science. Faculty and students engage in research and community activities designed to improve the health of populations, communities and individuals. For more information, visit the [School of Public Health and Health Professions](#) website.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelors degree with two years of professional experience in community outreach setting, or related health field
- Ability to work flexible hours when needed for evening/weekend outreach events
- Excellent oral, written, and interpersonal skills including the ability to understand, interpret, and apply policies and regulations and provide guidance and recommendations to others
- Ability to communicate clearly and respectfully with diverse populations; maintain high level of cultural competency
- Ability to work independently with minimal supervision, and proactively follow up on issues without direction

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- Excellent time management skills with the ability to maintain composure in a fast-paced environment
- Must be an adept problem-solver who is able to independently manage competing demands and changing guidance under strict deadlines
- Valid NYS Drivers License
- Proficiency with the MS Office suite

Preferred Qualifications

- Masters degree in a health related profession
- Experience working with diverse communities
- Project management experience
- EMT or nursing background
- Ability to multi-task effectively and manage multiple deadlines
- Experience in higher education or research settings, working with faculty, staff, and students.
- Multilingual (Spanish, Burmese, etc)

Physical Demands

Ability to transport materials weighing up to 50 lbs. Other physical requirements include moving, balancing, positioning self (e.g., stooping, twisting), and remaining in a stationary position on feet for extended periods.

Salary Range

Commensurate with Experience

Special Instructions Summary

The incumbent will be required to provide their drivers license information to enable participation in the Department of Motor Vehicles (DMV) License Event Notification Service (LENS).

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No

Contact Information

Contact's Name: Samantha Pressing

Contact's Pronouns: she/her

Contact's Title: Assistant Director of HR & Business Operations

Contact's Email: sjmaiara@buffalo.edu

Contact's Phone: 716-829-6755

Posting Dates

Posted: 10/01/2025

Deadline for Applicants:

Date to be filled: 11/06/2025

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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