



***Are you looking for an amazing opportunity with an organization committed to making a difference? Then look no further.....***

***Job Title:*** Breastfeeding Program Enrollment Coordinator

***Job Type:*** Part-time Up to 21 hours

At Project Milk Mission, we are dedicated to empowering maternal wellness among African American women and their infants through culturally aware breastfeeding education and training. As a 501c3 non-profit organization, we serve communities throughout the state of Ohio and are committed to addressing health disparities directly related to maternal wellness within the African American community.

As a recognized Breastfeeding Support Counsellor Organization (RBSCO) verified by the International Board of Lactation Consultant Examiners (IBCLE), we strive to provide our clients with the highest quality of care and support. Our team is passionate about supporting and promoting breastfeeding mothers and families, and we are dedicated to advancing skills in culturally competent lactation care through ongoing professional development and training.

If you share our passion for maternal wellness and are committed to making a difference in your community, we encourage you to apply for a position with us. Join us in our mission to empower African American women and their infants through breastfeeding education and training.

The Project Milk Mission Breastfeeding Program Enrollment Coordinator will be responsible for actively recruiting and enrolling new and expecting moms into the Project Milk Mission breastfeeding program. This role will involve reaching out to organizations in Butler, Cuyahoga, Franklin and Summit counties in Ohio to create partnerships and gather referrals of new and expecting mothers. The Coordinator will also coordinate community events, including finding locations and setting up dates and times for in-person breastfeeding classes. They will instruct the Project Milk Mission virtual Breastfeeding Basics Class and will be required to complete

the Project Milk Mission Certified Diversity Lactation Instructor training within 6 months of hire. In addition, the coordinator will be responsible for maintaining internal Excel spreadsheets, attending staff, partnership and stakeholder meetings, providing customer service to clients via phone, text and email, attending community events for recruitment, and making referrals on behalf of clients to local community resources when necessary. The Coordinator will also be required to attend all required training.

**Minimum Qualifications:**

- Completion of secondary education (high school diploma or GED)
- Lactation support certification (i.e. CLC, CLS, or IBCLC) preferred.
- Must have a valid State of Ohio driver's license
- Strong communication and customer service skills
- Proficiency in Microsoft Office, specifically Excel
- Ability to work independently and as part of a team
- Flexibility to work evenings and weekends as needed
- Valid driver's license and reliable transportation
- Commitment to ongoing professional development and training
- Passion for supporting and promoting breastfeeding mothers and families

Job Type: Part-time

Salary: \$17.00 - \$19.00 per hour

Benefits:

- Flexible schedule

Schedule:

- Day shift
- Weekend availability

Work Location: Remote