



光 鹽 社

**Light and Salt Association**

9800 Town Park Dr. Suite 255, Houston, TX 77036

[www.light-salt.org](http://www.light-salt.org), phone: (713) 988-4724, email: [lsahouston@gmail.com](mailto:lsahouston@gmail.com)

---

**JOB TITLE:** Project Coordinator/ Navigator

**Location:** Light and Salt Association (Houston, TX)

**POSITION SUMMARY:**

The Project Coordinator/Navigator reports to the Program Manager/Project Director and is responsible for benefit enrollment assistance and patient navigation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Attend and complete required online or in person training.
- Provide services to cancer patients within LSA cancer support network.
- Coordinate and facilitate cancer patient' s services, events, activities within LSA cancer support network.
- Recruit and train volunteers for cancer support.
- Provide enrollment assistances for consumers in selecting and purchasing health insurance through the Marketplace or Medicaid/CHIP application and other Texas benefits.
- Maintain database, Compile service data and records, and submit reports in a timely manner.
- Assist the Project Director in preparing educational materials and flyers.
- Community outreach and promotion the service project.
- Must be able to work at a flexible schedule.

**QUALIFICATION REQUIREMENTS:**

- Minimum of B.S. degree in any of the following fields: social work, sociology, public health, nutrition, psychology, or other health-related fields
- IT-competent and proficient in Microsoft Office and tracking databases. Must be able to utilize the Internet (Explorer, Firefox, Chrome, etc.)
- Excellent public speaking and presentation skills
- Ability to work and connect with others and forge strong relationships
- Committed to the mission of the Light and Salt Association
- Ability to perform several tasks concurrently, time management and organizational skills
- Ability to maintain confidential information according to HIPPA standards
- Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines
- Extensive experience working in Asian-American communities.
- US citizen or permanent resident.

**LANGUAGE SKILLS:**

Bilingual background, fluent in English and Chinese both oral and writing

Please email your resume to [lsahouston@gmail.com](mailto:lsahouston@gmail.com) , thanks!