

Northeast Florida Healthy Start Coalition

Job Description



Job title: Communications & Projects Coordinator

Title Code: CPC: 200

Pay Grade: 15

Work Location: Administration Building

Division/Department: Communication

Reports to: Director of Development

Full-time

Part-time

Exempt

Nonexempt

Approved by:

Reviewed by:

Approved Date:

Reviewed Date:

Essential Duties and Responsibilities:

- The Communications Coordinator works with the Director of Development to support communications and outreach strategies for the Coalition, Healthy Start and other special initiatives.

Specific Activities includes:

Social Media (25%)

- Regularly updates the Coalition's social media accounts, including Facebook, Twitter, Instagram, LinkedIn and YouTube
- Engages with Coalition partners on social media accounts (sharing content, commenting, liking/following).
- Develop social media-appropriate content, including videos, photos and educational/informational posts.

Website (25%)

- Maintain and update the Coalition's website as required, including posting public notices, photos, news, data, publications, resources and current events, as well as maintaining the community calendar.
- Post all open community meetings on the calendar in accordance with the Government in the Sunshine Law.
- Develop web-appropriate content, including videos, photos and blog posts.
- Update the Coalition blog with fresh content (event posts, informational posts, staff/program/partner features and updates, guest posts, etc. job posts excluded) at least 7-10 times per month.
- Update the front page slider as needed.

Community Engagement (25%)

- Works cooperatively with Coalition members, staff, community partners and community groups in communicating the mission, services, and goals of the organization through outreach activities.
- Represent the Coalition at related community meetings, outreach activities and public speaking engagements.
- Utilizes traditional and digital channels to tell participant and family stories to advance the mission of the

Coalition

- Create promotions, events, and other new ways to spark community interest and involvement in the Coalition and its mission.
- Coordinate outreach for BrdsNBz/XsNOs programs.
- Serves as liaison for county infant mortality task forces
- Assists Coalition programs with special projects or initiatives as needed.

Volunteer Coordination (20%)

- Collaborate with the Director of Federal programs to develop volunteer opportunities for Coalition programming
- Network and engage with local businesses and organizations to expand volunteer base
- Coordinate the volunteer recruitment process, which includes promoting available volunteer opportunities, scheduling interviews, providing training for the onboarding process and supporting volunteer appreciation
- Maintain volunteer documentation files, databases and hour log reports

Administrative/Other (5%)

- Supports the department's various marketing efforts copy writing, research, advocacy, public relations and grant writing.
- Assist with other duties as assigned by supervisor.
- Assist with securing quotes for marketing materials and working with contracted printers.
- Assist Coalition program staff with event planning and coordination, including event set up and clean up.

Maintain original copies of photos, videos and other work on the public share.

Additional Job Responsibilities:

- Other duties as assigned by Director of Development

Education and/or Work Experience Requirements

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients.
- Experience or strong interest in Maternal and Child Health or non-profit work.
- Proficiency in digital/social community management
- Must be able to exhibit the following qualities: open minded; excellent organizational skills; self motivated; flexible; friendly and professional demeanor; and exceptional attention to detail.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook; WordPress)
- Excellent attention to detail.
- Skill in communication and collaboration with diverse stakeholders
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices.
- Knowledge of health and human service providers.
- Ability to work flexible traditional and nontraditional hours.
- Ability to establish and maintain effective working relationships with Coalition partner agency staff and the general public.
- Experience in oral and written presentations.
- Knowledge of community resources.
- Professional appearance and demeanor.
- Requires reliable transportation, valid driver's license, good driving record and automobile insurance.
- Requires some travel to Baker, Clay, Duval, Nassau, and St. Johns counties.

Education:

- BS or BA in a health, social service or communications field; at least one year experience preferred.

Additional Eligibility Qualification

- May substitute one or more years' experience in a health social service, education or related field.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Must be able to talk, listen and speak clearly on telephone.
- Must be able to travel to alternate locations.
- While performing the duties of this job the employee is frequently required to sit, stand, walk, speak and hear. The position requires computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen.

NOTE: Job Description can be changed or updated at any time. This position is dependent upon continuation of funding

Print Employee Name:

Employee signature:

Date:

Manager signature:

Date: