

Communications Specialist

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to LA's community clinics and health centers (clinics). Founded in 1994, CCALAC's mission is to, "promote community clinics and health centers as providers and advocates for expanding access to quality comprehensive health care for medically underserved people in Los Angeles County."

CCALAC's 65 member organizations serve over 1.4 million patients each year, regardless of ability to pay. These organizations include private, non-profit, 330-designated federally qualified health centers (FQHCs), FQHC Look-Alikes, free and community clinics.

JOB SUMMARY

Reporting to the Director of Government and External Affairs, the Communications Specialist is responsible for various public affairs activities related to policy and advocacy. This includes assistance with media engagement, events, and publications for distribution. The Communication Specialist will also assist with advocacy efforts including the implementation of the Community Clinic Association of Los Angeles County's (CCALAC) policy and advocacy plan.

JOB DUTIES:

COMMUNICATION

1. Develop, implement and evaluate an organization-wide communication plan.
2. Develop materials for public relations (i.e. press release, Op-Ed articles, etc.) to advance CCALAC's advocacy agenda and support the image of CCALAC.
3. Establish and maintain working relationships with local and state media.
4. Provide input on the website layout, messaging and content. Assist with writing website text.
5. Develop and implement new media strategies to further the advocacy and public relations goals of CCALAC.
6. Create and update CCALAC communications.

EVENTS

1. Assist with event development and logistics including promotion, signage, registration and special needs as required.
2. Generate correspondence and reports, including but not limited to, event and meeting evaluation, sponsor acknowledgements, invitations, and other correspondence.
3. Assist in the design, writing, editing and proofing of flyers and other printed material.
4. Assist in the promotion of and planning for National Health Center Week and other activities.

OTHER PROJECTS

1. Assist the Director of Government and External Affairs with other duties as assigned.
2. Assist other Divisions with communications and marketing projects as requested.

WORKING CONDITIONS

1. Office environment with very small probability of infection or injury to self or others; however, some potential for repetitive motion injury and eye strain from working on computers. ******(Due to the COVID-19 pandemic, the CICALAC office is temporarily closed. Thus, this will be a remote position until it is decided that the office shall reopen.)******

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree in journalism, communication or other public affairs related field. Advanced degree preferred.
2. Excellent written and oral communication skills. Experience presenting information in written graphic and oral formats.
3. Knowledge of how various media outlets work.
4. Background and expertise in health policy issues preferred.
5. Ability to work as part of a team as well as independently with minimal supervision.
6. Develop and maintain effective working relationships with co-workers.

If you are interested in applying for this position, please submit cover letter and resume to humanresources@cicalac.org.