



## Job Posting

**Title:** Communications Associate

**Base Salary Range:** \$56,160 - \$62,400 plus benefits

**FTE:** Full-time, Non-Exempt

**Our Mission:** The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment.

To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

**General Summary:** The Sr. Communication Associate will play a key support role in the implementation of communications strategy and the building of an intentional culture aligned to SCFHC's mission, vision and values. The Sr. Communications Associate is responsible for various public affairs activities related to policy and advocacy. This includes assistance with media engagement, events, and publications for distribution. The Sr. Communications Associate will also assist with advocacy efforts as directed by Development and Communications Director.

- In collaboration with the Director of Development and Communications, develop, implement and evaluate an organization-wide communication plan.
- Write, edit, and design content for various communications channels, including newsletters, press releases, website updates, social media, and other materials.
- Establish and maintain working relationships with local and state media.
- Provide input on the website layout, messaging, and contact. Assist with writing website text.
- Assist in the design, writing, editing and proofing of flyers and other printed material.
- Assist in the promotion of and planning for Health Center Week and other activities.
- Assist the Development and Communications Director with other duties as assigned.
- Assist other Divisions with communications and marketing projects as requested.
- Represent the organization in a positive, professional, and responsible manner to staff, providers, case managers, and team members.
- Adhere and maintain confidentiality in accordance with SCFHC policy and HIPPA guidelines.
- Attention to detail.
- Excellent writing and strong communication skills.

### Qualifications & Licensures:

- Bachelor's degree in Journalism, Communications, or another related field
- Must have minimum 2 years development or communication experience
- Knowledge of how the various media works.
- Working knowledge of primary care clinic, government funding source and Federally Qualified Health Center issues.
- Background and expertise in healthcare preferred.
- Current California Driver's License and automobile insurance



### **Job Posting**

**Top benefits or perks:** As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company

### **Contact/application information:**

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>