

T.H.E. HEALTH AND WELLNESS CENTERS

JOB DESCRIPTION

POSITION: Communication Coordinator
DEPARTMENT: Human Resources
STATUS: Full-Time, Non-Exempt

POSITION SUMMARY: We are searching for a talented and professional communications coordinator to join our dynamic team. The communications coordinator is a member of the growing T.H.E Team, implementing efforts to support organizational priorities and increase awareness of the organization's impact.

Essential Duties and Responsibilities:

1. Write content and disseminate newsletters using e-mail distribution system.
2. Develop brand appropriate content and visuals and post to Twitter, Tik Tok, Instagram and other social media platforms.
3. Write a variety of different content to support communications and marketing efforts, including newsletters, website copy, and brochures and press releases.
4. Assist our team in developing and implementing a communications strategy designed to further company objectives.
5. Coordinate volunteers, support staff, vendors and more to support promotional events.
6. Performs related administrative duties, including maintenance of databases, responding to questions from the public, acknowledging contributions/volunteers, and maintaining appropriate records.
7. Maintains working knowledge of current marketing, special-events and related practices in the nonprofit sector through reading, participation in seminars and other educational opportunities.
8. Commitment to equity and reducing disparities based on race, ethnicity, immigration status, sovereignty, gender, sexual orientation/gender identity, and socioeconomics.
9. Providing communications support to other departments, as needed.
10. Other duties as assigned.

Education and Qualifications

- Preferred A Bachelor's degree in Communications, Marketing, or relevant field.
- 1+ years of experience working in a similar or related position, non-profit experience preferred.
- Proficient in Microsoft office including Outlook, Word, Excel, Access, PowerPoint, etc.
- Maintain confidentiality and compliance with the Health Insurance Portability and Accountability Act (HIPAA).

- Knowledge of public health principles, practices, concepts, and foundational frameworks.
- Experience building social media channels and executing social media strategy for maximum engagement, particularly for mission-driven non-profits or through cause-based marketing.
- Outstanding written and oral communications skills
- Ability to work independently, a self-starter with a high level of motivation, creativity, and proactivity.
- Meticulous attention to detail and excellent time/task management skills
- Experience with online marketing tools, social media platforms, and publishing software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Description Disclaimer

This position requires compliance with Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *QI Director's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.