CCALAC
Community Clinic Association of Los Angeles County

MISSION DRIVEN. PATIENT FOCUSED.

Communications Coordinator

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to community health centers that serve the Los Angeles region. Founded in 1994, CCALAC's mission is to "empower health centers to remain at the forefront of health care transformation. We forge partnerships, foster innovation, promote health equity, and advocate for the communities they serve."

CCALAC represents 68 community health center organizations that provide comprehensive primary, dental and behavioral health services throughout Los Angeles County. Health centers in Los Angeles serve 2.18 million patients annually regardless of ability to pay. These organizations include private, non-profit, Federally Qualified Health Centers (FQHCs), and community health centers.

JOB SUMMARY

Reporting to the Communications Manager, the Communications Coordinator is responsible for activities that support CCALAC's communications strategy. This includes media relations, internal and external communications development, event promotion and digital media. The Communications Coordinator is responsible for developing and implementing media and social media strategies to advance the mission and vision of CCALAC members and further the advocacy and public relations goals of the organization.

JOB DUTIES

COMMUNICATIONS

- Support the Communications Manager with CCALAC's communications strategy.
- Collaborate with the Communications Manager to develop materials for public relations (e.g., press releases, statements, op-ed articles, etc.).
- Develop and maintain media lists.
- Contribute ideas to, draft copy for, and design member newsletter.
- Coordinate networking and best practice sharing among member communications and marketing leads in collaboration with Communications Manager.

BRANDING AND DESIGN

- Support the organization's external image and branding by ensuring adherence of all CCALAC communication materials to the organization's style guide. This includes maintaining the style guide, and supporting CCALAC divisions and individuals with development and edits of internal and external communication materials.
- Create graphics, flyers, PowerPoints and branded items using tools like Canva or Google Slides.

DIGITAL MEDIA

- Create original social media content (photos, graphics and video) to highlight CCALAC and member achievements, events and critical issues impacting health centers and their patients.

- Monitor social media accounts (Facebook, Instagram, LinkedIn) and respond to comments and inquiries.
- Collaborate with Communications Manager to engage key audiences and partners and to foster relationships online.
- Organize digital media library and develop a catalogue system for content.
- Periodically visit member clinics and attend member events across Los Angeles to take photos and videos.
- Create analytics reports.
- Identify emerging social media trends and make recommendations on if/how CCALAC should incorporate them into the organization's strategy.
- Assist with writing and updating website content.

EVENTS

- Design, create and edit invitations, flyers, posters and other print and electronic materials.
- Promote events via marketing emails, social media, targeted outreach and other methods.
- Photograph and record events as needed.
- Assist in the promotion and coordination of activities for the annual National Health Center Week.

OTHER PROJECTS

Assist the Senior Director of Government and External Affairs and CCALAC leadership with other duties as assigned to advance the organization's mission and vision.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree in journalism, communication, or digital media related field preferred, or equivalent relevant experience.
2. A minimum of three years of related communications experience.
3. Ability to maintain confidential information.
4. Knowledge of or familiarity with health care, health policy issues, and/or Los Angeles County health care system preferred.
5. Ability to work as part of a team as well as independently with minimal supervision.
6. Strong reading comprehension, oral, and written skills required.
7. Strong skills with Excel & MS Office Suite required.
8. Ability to draft content that is succinct, grammatically correct and error free.
9. Experience presenting information in written, graphic, and verbal formats.
10. Experience with social media, branding, marketing, and communications strategy.
11. Experience creating materials including simple promotional flyers, infographics, digital graphics, presentations, memos, issue briefs, and reports.
12. Familiarity with software for document and materials creation (e.g., PowerPoint, Adobe CC, Canva, Google Slides, etc.), and making simple photo edits (e.g., cropping, brightening).
13. Experience/familiarity with email marketing platforms.
14. Follow directions and respond positively to constructive feedback.
15. Manage time effectively and pay excellent attention to detail.
16. Comfortable advocating for or against policies that affect community health centers.
17. Flexibility to adapt as priorities shift/change.
18. Develop and maintain effective working relationships with colleagues, organization leadership and external partners.
19. Strong sense of accountability to community.

LOCATION: Candidates must reside in one of the following Southern California counties: Los Angeles, Ventura, Santa Barbara, Kern, San Luis Obispo, Orange, Riverside, San Bernardino, San Diego and Imperial.

ANNUAL SALARY RANGE
$72,384 - $79,541

LICENSURE
Ability to travel to offsite locations and meetings reliably and punctually.

PHYSICAL DEMANDS
Must be able to lift or carry up to 20lbs.

WORKING CONDITIONS:

1. Majority remote position with in-person meetings and convenings, as needed. Option to work fully in person at CCALAC's offices, if desired.
2. Works in a fast-paced, high-volume environment with frequent interruptions and critical deadlines.
3. Some potential for repetitive motion injury and eye strain from working on computers.
4. Some car travel throughout Los Angeles County. Some potential for injury from car accident.
5. Travel outside of Los Angeles County to include overnight stays, as necessary.
6. Requires occasional on-site visits to community clinics with possible exposure to working conditions at a community clinic. Most site visits are expected to be in a meeting room designed for that purpose.

EQUAL EMPLOYMENT
CCALAC prohibits discrimination based on single or combined protected characteristics.

PERKS & BENEFITS

1. Flexible Work Schedules
2. 100% Paid Medical, Dental & Vision Coverage for Employee
3. Paid Vacation and Sick time, including one Floating Holiday
4. 401(k) Plan with employer match
5. Employee Assistance Plan
6. Group Term Life Insurance
7. Flexible Spending Account
8. Aflac Supplemental Plans
9. Annual Personal Development Funds

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