

Job Title:	Community Outreach and Events Coordinator
Reports To:	Marketing and Communications Manager
FLSA:	Non-exempt
Days/Hours of Work	This is a full-time position with an expected eight (8) hour workday. The Company’s business hours are Monday through Friday, 8am to 5pm. The nature of this position may, at times, require longer hours and weekend work.
Location	Main Site, 2315 W Jackson St., Pensacola

Single Mission, Multiple Impact.
When we say we want to improve community health, we mean it.

As a Community Health Center, we believe that a healthy community starts with a healthy home. As health advocates, we work to see beyond our singular mission of providing accessible healthcare to all, to truly impact the heart of our community on multiple levels. We are from the communities we serve, and we feel it is our responsibility to broaden the scope of health from the home, to our neighborhoods, and the community at large. We are envisioning community health for all.

JOB PURPOSE

The Community Outreach and Events Coordinator supports Community Health Northwest Florida’s (CHNWF) outreach and events activities throughout our service area. This position requires working both with our Community Health Leadership team and internal departments and in the community with multiple and diverse entities and community partners to support and implement initiatives that not only increase the organization’s visibility, but meet the needs of the communities we serve. Duties include brainstorming potential partnership or methods for engagement with the local community, maintaining a calendar for outreach events, working with departments and leadership to determine resources needed for events, and working closely with community partners to plan and successfully execute CHNWF participation in outreach activities.

ESSENTIAL FUNCTIONS

1. Effectively foster and facilitate multi-sector collaborative efforts both internally and externally, maintaining CHNWF’s high standards and expectations for collaborative partnerships.
2. Represent CHNWF in planning and executing community outreach events, coordinate with CHNWF Leadership and staff to determine resources needed for event (staff, marketing materials, specialty items), and execute event to completion.
3. Effectively evaluate and follow up on successes, challenges and opportunities from meetings and events, as they unfold throughout the project;
4. Assist and collaborate with fellow CHNWF staff in educating the public on CHNWF services/programs at outreach events if needed;

5. Collaborate with Marketing Department in the planning and execution of internal & external promotional campaigns, i.e., “Awareness” months/days, Flu campaign, etc.
6. Assist in surveying the public for community needs and methods of engagement for implementing outreach events;
7. Maintain outreach events calendar and maintain a master schedule of participation in community events throughout the year and a list of key stakeholders and community partners;
8. Effectively and articulately communicate with diverse audiences, both verbally and in writing;
9. Other tasks as needed to support the ongoing functioning and success of the organization.

SUPERVISION

Not Applicable

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Associate’s degree in Healthcare Administration, Social Work or similar discipline or minimum 3 years of work experience in a healthcare organization with a focus on health care access and/or health care improvement; Experience working in a community setting in an underserved or under represented community populations; Valid Florida Driver’s License within 30 days from hire and accompanying vehicle insurance. Strong communication and customer service skills.

PREFERRED EDUCATION AND EXPERIENCE

Bachelor’s Degree in Health Science, Social Work or similar discipline
Experience working in a Federally Qualified Health Center (FQHC)
Experience in event planning and/or project management

KNOWLEDGE, SKILLS AND ABILITIES

Exceptional communication skills and ability to communicate effectively with service providers, decision-makers and community members;
Goal-oriented: demonstrates ability to problem solve and execute to achievement;
Good project management and event planning skill: proficient in multi-tasking and time management;
Understands local culture and context, politics and dynamics;
Ability to be sensitive to the service population’s cultural and socioeconomic characteristics;
Ability to handle confidential information appropriately;
Skilled in discerning and following-up on successes, challenges and opportunities from meetings and events, as they unfold throughout the project;
Ability and willingness to work occasional weekends and evenings as special events necessitate;
Demonstrates a patient focus: empathetic, patient and compassionate;
Skilled and able to demonstrate verbal and written proficiency in communications;
Proficient in Microsoft Suite (i.e. Word, Excel, Outlook, PowerPoint, etc.).

PROFESSIONAL ATTRIBUTES

Professional and business style that is results-oriented, open and transparent;
Commitment to providing high quality healthcare to patients in underserved communities;
Flexibility;

Unquestioned integrity;
Strong planning, organizational and change management skills;
Ability to collaborate and work effectively in a team environment;
Clear, concise and persuasive writing, communication, listening and presentation skills;
An orientation and commitment to deadlines and details;
Demonstrated ability to work effectively with employees at all levels;
Excellent and detailed research and analytical skills;
Able to interpret complex rules and regulations;
Decisive and exercises good judgment under pressure;
Ability to manage a diverse and demanding workload;
Ability to work in a fast-paced environment;
Must have the demonstrated ability to deal with highly confidential information.

WORKING ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

PROFESSIONAL EXPECTATIONS AND COMPETENCIES

Dignity & Respect. No matter the circumstance, we treat everyone with the utmost respect they deserve in a professional manner.

Quality. Our promise is to deliver uncompromising quality care and service to all our patients.

Compassion. We are caregivers first, serving the needs of our patients in a welcoming and positive environment.

Empowerment. We empower people to be proactive in their care and envision their own picture of health.

Community. Our responsibility to our community is what drives us forward.

Commitment. We are committed each and every day to bring our vision of a healthy community to life.

AT-WILL EMPLOYMENT

CHNWF is an At-Will employer. This means that either you or CHNWF can end your employment relationship at any time, for any reason, or no reason, not prohibited by law unless you have signed a written employment contract as agreed to by the Chief Executive Officer of CHNWF.

ACKNOWLEDGMENT

My signature below attests and acknowledges that I have received and accepted this job description and I am responsible for performing the essential functions of the position. I also understand this job description may be changed or amended at the discretion of CHNWF.

Employee Printed Name

Date

Employee Signature