



## Communications & Events Coordinator

*Do you believe everyone should have quality health care?*

*Are you a social media pro?*

*Do you enjoy planning events and inspiring volunteers?*

*Are you a detail-oriented people person?*

The Communications & Events Coordinator role at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

### The Opportunity

CommunityHealth seeks to hire a full-time Communications & Events Coordinator Under the supervision of the Director of External Affairs, the Coordinator will be responsible for digital communications (social media, blogging, website), special event planning/execution, and supporting the Associate Board.

### Responsibilities

#### *Communications:*

- Develop communication plans and strategies.
- Create online outreach and promotional campaigns using Facebook, LinkedIn, Instagram, TikTok, Constant Contact (email), Canva, Adobe Creative Suite, and other digital tools/networks as needed.
- Monitor social networks to engage in active dialogue with others, as needed.
- Track digital communication metrics and update reports.
- Write blog posts for CommunityHealth.
- Update/maintain website content.

#### *Events and Committees:*

- Achieve event fundraising goals through corporate sponsorship, individual sponsorship, ticket sales, open appeals, and other event fundraising activities.
- Steward relationships and manage donor/funder portfolio composed of both corporate sponsors and individual attendees/participants. Lead event donor recognition, including but not limited to signage, fulfillment of sponsor benefits, website or social media posts, program ads, awards, etc.
- Coordinate with event speakers and vendors (in collaboration with event consultant).
- Manage event revenue and expense budgets and provide regular reports on attendance, revenue, and expenses as requested.

- Manage all planning and logistical needs for the successful execution of in-person and/or virtual events, in collaboration with the event consultant, Director of External Affairs, and/or relevant volunteers.
- Collaborate with graphic designers to create special event communications; lead digital event communications.
- Act as Associate Board (AB) liaison:
  - Maintain effective relationships with members.
  - Staff bi-monthly AB meetings.
  - Support AB leadership to ensure completion of projects and new member recruitment/orientation.
- Support the Health Education and Volunteer Services teams in planning patient outreach, education, or volunteer events, as requested.

### Qualifications

- Relevant work experience, specifically social media management, event planning, and/or project management
- Strong oral/written communication skills and excellent interpersonal skills
- Relationship-building, networking, communication, and follow through skills
- Strong organizational and time management skills required, with outstanding attention to detail
- Proactive and creative problem-solving skills
- Proficiency with Microsoft Office (including Word, Excel, Powerpoint, and Outlook) required; website management, social media, and design experience are a plus
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

### Compensation

- The starting salary range for this position is \$41,000-\$45,000, dependent upon experience.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: [Istarr@communityhealth.org](mailto:Istarr@communityhealth.org)

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates are strongly encouraged to apply for all positions at CommunityHealth. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, etc.

*NOTE: All employees are required to be fully vaccinated against COVID-19 and flu as a condition of employment.*

## About CommunityHealth

*Founded in 1993, CommunityHealth is one of the largest volunteer-based health centers in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured and underinsured adults in Chicago.*

[Visit our website to learn more!](#)