



Community Outreach Coordinator Job Description

The Community Outreach Coordinator is an entry-level position that works to enhance ACC's mission and presence through community outreach, volunteer and membership recruitment and partner engagement. The position also manages the promotion of all ACC activities through social media, the ACC website, and electronic newsletters. The Community Outreach Coordinator will manage the activities of all ACC workgroups, roundtables and task forces including scheduling meetings, developing agendas, promoting meetings while developing and sharing meeting minutes. Other responsibilities will be assigned as needed.

Reporting to the Director of Programs, this position's primary responsibility is to ensure that all ACC members and partners are informed and updated on the latest activities and events, tobacco and cancer trends and data, funding and announcements and any other tobacco and cancer-related information.

Responsibilities:

- Develop a monthly communications plan
- Maintaining a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Schedule regular outreach exhibits in the community and state.
- Manage cancer and tobacco workgroups, roundtable, and taskforce activities
- Orient and engage new members, partners, and volunteers.
- Maintains and updates membership database
- Coordinate campaigns including billboards, print, radio, and television
- Manage websites, social media, and educational materials
- Organize and coordinate volunteers, meeting facilities and program events
- Assist in the research and preparation of reports
- Other duties as assigned

Qualifications:

- Working knowledge of communication tools such as electronic newsletters, websites, social media and others;
- Working knowledge of public health, social services, nonprofits and agencies that provide community health information and services; Knowledge about cultural competency and how to address diverse audiences;
- Must possess excellent oral and written communication skills and apply organizational, interpersonal, and leadership skills;
- Must have an understanding of computer technology, including the ability to use spreadsheets, graphics, word processing, database management and social media;
- Excellent administrative and organizational skills including the ability to work independently and drive forward their work plan.

Training and Experience:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

- Equivalent to a bachelor's degree with a major in business, health, education, social science, or related field
- Four years community outreach experience providing health or social services which would provide the knowledge and abilities listed above.

Special Requirements:

Possession of a valid Arkansas Driver's License and personal vehicle.

Salary and Benefits package:

- Base Salary: \$42,000.00 annually
- Benefits Included: *(No cost for Employee)*
 - Medical
 - Dental
 - Vision
 - Life
 - Short-term
 - Long-term
- 8 Hours sick leave monthly
- 8 Hours vacation leave monthly