



# Sunshine Community Health Center

## Job Description

**Job Title:** Community Relations Coordinator  
**Department:** Marketing  
**Reports To:** Marketing Director  
**FLSA Status:** Non-Exempt  
**Approved:** May 2019

### **SUMMARY:**

Community Relations Coordinator (CRM) is an integral part of our Marketing and Outreach teams. The CRM plays an especially important part in expanding our reputation and awareness of our services in the community. The CRM is responsible for building and maintaining strong relationships with the community leaders. This may include but is not limited to working with local schools, youth and parent groups, agencies that serve Alaska youth and families, senior groups, and community health organizations. High levels of energy, flexibility, creativity, the ability to work well with a team, and problem-solving are required to be successful. This position requires close coordination and communication with staff, managers, directors, and leadership throughout the organization and community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. The Community Relations Coordinator will support the organization's mission, vision, and values.
2. Maintain an understanding of current community, senior, family and youth challenges.
3. Build new and strengthen existing relationships with community partners who serve community, seniors, youth and families.
4. Maintain a calendar of relationship building activities, including community meetings, events, workshops, appearances and other communication opportunities.
5. Increase public awareness of organization's activities by informing the community of ongoing programs and events.
6. Assist in gathering and reporting community needs and feedback.
7. Designs and executes community events throughout the year creating a positive environment for events at which the clinic's outreach team can succeed.
8. Maintain current understanding and finding in the field of Childhood Trauma, Resiliency and ACEs.
9. Supports and participates in SCHC efforts to be a trauma informed organization.
10. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

**Received:** Reports to the Marketing Director. Supervision is through personal conferences, general observation of work in progress, and periodic review by supervisor of completed work.

**Performed:** None

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Current (annual) TB screening required and Hepatitis B immunization is recommended for all SCHC employees.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree or equivalent work experience required. A minimum of 1 or more years of proven community relations or outreach and coordination experience preferred.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of SCHC's mission, vision and core values
- Strong computer skills including Microsoft Office programs and applications. Graphic design skills are a plus.
- Ability to work independently and as a team player
- Excellent written, oral and interpersonal communication
- Strong facilitation and presentation skills before multiple types of audiences
- Excellent organizational skills with the ability to organize and execute events
- Promotional/marketing skills essential for effectively sharing organization's message with communities
- Ability to operate a vehicle (current AK license and proof of insurance)
- Knowledge of community and area resources.
- Demonstrate success in building and maintaining relationships with community members, staff, and supervisors.

**PHYSICAL DEMANDS:**

The work environment characteristics 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 of this position.

While performing the duties of this job, the employee is required to sit for long periods of time, speak, hear, write, reach with hands and arms, stoop, kneel and operate a keyboard. Employee must also have visual acuity to read small print and view a computer monitor, be able to reach to the top of a five-drawer filing cabinet and occasionally lift and or move boxes of no more than 30 lbs. This position requires significant amounts of driving. Employee may need to climb stairs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. SCHC promotes the principles of Resiliency throughout the organization.

While performing the duties of this job, the employee may work within the interior of a healthcare clinic/office environment. Employee may travel between multiple worksites and be responsible for own

transportation. Out of area travel may be required on occasion. The general office environment is clean with a moderate temperature noise level. Employee will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. Daily work activities also involve contact with the public, staff members and government representatives under certain conditions and circumstances. All SCHC facilities are non-smoking.

**OSHA:**

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants and hazardous chemicals. The employee will use OSHA approved procedures to minimize personal, staff and patient risk. SCHC will provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus. SCHC will make the Hepatitis B vaccination available to all employees free of charge.

**HIPPA:**

This position is responsible for observing policies, procedures and safeguards to protect the privacy of health information in compliance with HIPAA (Privacy Rule).

**EMPLOYMENT PRACTICES:**

SCHC is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment, or participation in its programs and benefits based on race, color, national origin, creed, ability to speak English, disability, sex, age or marital status and any other protected status. Persons alleging unequal treatment should contact Human Resources (907)733-9236.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me. I agree to perform the functions of my position in a safe manner and within SCHC's established policies and procedures.

\_\_\_\_\_  
Employee Printed Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature \_\_\_\_\_  
Date