



## Job Announcement Communications Coordinator

### Organizational Background

The California Pan-Ethnic Health Network (CPEHN) works to ensure that all Californians have access to quality health care and can live healthy lives. CPEHN's mission is to improve access to health care and eliminate health disparities by advocating for public policies and sufficient resources to address the health needs of communities of color. To find out more about CPEHN go to [www.cpehn.org](http://www.cpehn.org).

### Position Summary

CPEHN is looking for a full-time Communications Coordinator. The Communications Coordinator is responsible for implementing CPEHN's strategic communications plan and drafting e-newsletters, policy briefs, fundraising letters, proposals, and media materials. Specifically, major duties will include, but are not limited to:

- Strategically communicate with CPEHN's constituents about its work and multicultural health policy through e-newsletters, invitations to events, and action alerts.
- Manage the use of different communication channels such as newsletters, website, and social media by staff.
- Develop informational material based on original or secondary research, such as policy or issue briefs, to educate CPEHN constituents and stakeholders.
- Coordinate CPEHN's media plan, including: monitoring the news, submitting letters to the editor and opinion pieces, developing relationship with reporters, assisting in developing and pitching news stories.
- Maintain CPEHN's web portal with up-to-date statistics and resources.

### Qualifications

- Bachelor's degree required, Masters or advanced degree in public health, public policy, or communications preferred.
- 2-3 years of experience working with community organizations in communication-related position, including research, outreach, communications, or media relations.
- Able to write in different styles for diverse audiences such as community leaders, policymakers, funders, and donors.
- Documented skill and successful experience writing and editing publications, newsletters, and related communication materials for a wide range of audiences.
- Strong attention to detail and technical accuracy.

### Compensation

\$43,000-\$50,000 (DOE). Excellent benefits, including medical, vision, dental, public transportation stipend, employer contribution to retirement program, and more.

### To Apply

Submit a cover letter and résumé to: Pam Flood, 654 13<sup>th</sup> Street, Oakland CA 94602 or via e-mail at [pflood@cpehn.org](mailto:pflood@cpehn.org)

### Deadline

Position open until filled. We will begin reviewing applications immediately.

*CPEHN is an equal opportunity employer and is committed to identifying and developing the skills and leadership of people from diverse backgrounds. Bilingual individuals are encouraged to apply.*