

NOW HIRING

Communications Coordinator (Remote)

ABOUT COMMUNITY-CAMPUS PARTNERSHIPS FOR HEALTH (CCPH)

Established in 1997, CCPH is a nonprofit membership organization promoting health equity and social justice through partnerships between communities and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches that focus on changing the conditions and environments in which people live, work, study, pray, and play. We collaborate with partners whose mission aligns with our vision. By mobilizing knowledge, providing training and technical assistance, conducting research, building coalitions, and advocating for supportive policies, we help ensure the reality of community engagement and partnership matches the rhetoric.

Join our team of dedicated professionals applying their expertise and creativity to advance health equity and social justice through partnerships.

ABOUT THE POSITION

The Communications Coordinator Position will support developing and implementing an effective and measurable communication and engagement strategy for new and existing CCPH programs and services. The specialist is a member of the growing Communications Team, implementing efforts to support organizational priorities and increase awareness of the organization's impact.

This position plays a critical role in amplifying the impact and awareness of our work. The ideal candidate is a strong communicator and creative storyteller. This position will work with CCPH staff and consultants to support community engagement, event promotion, visual storytelling, resource sharing, and increasing brand awareness.

WHAT YOU'LL BRING

- A commitment to applying a social justice lens to internal and external communications
- A desire to continually learn, seek diverse perspectives, and opportunities for self-growth
- Attention to detail, ability to take direction, and a commitment to quality work
- A desire to use community and equity-centered approaches to communication
- A commitment to building and promoting the CCPH voice and identity across all content and platforms to develop positive relationships with our partners and community
- Knowledge of marketing, event promotion, and communication best practices
- A desire and willingness to grow and develop with a new Communications Team

WHAT YOU'LL DO

Project Coordination:

- Manage the relationship with CCPH's marketing agency.
- Develop and coordinate content creation, messaging, and storytelling about the organization for internal and external stakeholders.
- Create, write, and edit compelling, high-quality content for various communications platforms, including websites, blog articles, press releases, announcements, event presentations, and media kits.
- Serve as quality control and provide editing support to ensure organizational consistency.

Marketing & Communications:

- Collaborate and partner with team members to develop and create engaging content for emails, the website, and social media platforms.
- Support content generation for social media initiatives on existing CCPH platforms: LinkedIn, Instagram, Facebook, and Twitter.
- Assist with web development, building wireframes, and webpages.
- Review social media and web analytics and develop insights for improvement and future communication efforts.
- Demonstrated ability to identify the communication needs of diverse audiences and determine the best communications methods, messages, and tools to reach them.

Internal Brand Management

- Support training of all new staff on organizational brand, elevator pitch, and tone while providing support and refreshers to the current team members.

DESIRED SKILLS & EXPERIENCE:

- Strong writing and editing skills with continual attention to detail in composing, drafting, and proofing materials.
- A creative and strategic thinker.
- Collaborative self-starter.
- Confident working cross-functionally with colleagues from our creative, strategy, data, delivery, and operations crafts

QUALIFICATIONS

- Bachelor's Degree or equivalent experience
- One to three years of experience managing communications and marketing projects
- Experience working on or with a community-centered non-profit organization
- Strong interpersonal and communication (verbal and written) skills

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