

POSITION POSTING

Date Posted:	March 29, 2024
TITLE:	Full-Time Community Outreach Coordinator
CLASSIFIED	Non-Exempt Position
PAY RANGE:	\$24.53 – \$34.33 per hour based on experience
WORK HOURS:	8:30 A.M. to 4:30 P.M. or comparable schedule
IMMEDIATE SUPERVISOR:	Director of Education and Engagement

GENERAL SUMMARY DESCRIPTION: The Community Outreach Coordinator is responsible for planning, creating and evaluating the Wood County Health Department’s internal and external communications and community outreach programs. The Community Outreach Coordinator will support the development and execution of the Health Department’s public information campaigns. The coordinator will also be responsible for identifying opportunities for community engagement including community meetings, events and other channels, and foster relationships with community-based organizations.

ESSENTIAL DUTIES

- Identify, build and maintain relationships with community partners, including community organizations, businesses and other diverse groups.
- Develop communication materials and campaigns, including press releases, newsletters, flyers, brochures, social and digital media content, and posters.
- Use print, digital and social media to promote the programs and services of the Health Department.
- Plan, coordinate and participate in community events.
- Gather, distill and disseminate public health information and information regarding Health Department activities.
- Serve as media contact for the Health District.
- Serve as Public Information Officer (PIO) during public health emergencies.
- Serve on regional and county committees, organizations and task forces regarding health-related matters as appropriate.

MINIMUM EXPERIENCE/QUALIFICATIONS

- Bachelor’s degree with a concentration or experience in Communication, Health Promotion, or Community Outreach.
- Experience working with diverse populations of internal and external stakeholders.
- Experience writing news releases, newsletters and other professional communications.
- Experience using social media, website editing platforms and other communication tools.
- Knowledge of public health regulations and standards as defined by federal, state and local governments.
- Exceptional oral and written communication skills.
- Valid Ohio driver’s license.
- The ability to drive to off-site locations, as required.
- Proof of automobile insurance.
- The ability to successfully pass a background check.

Submit Resume and Cover Letter to:

Beth Peery

1840 E. Gypsy Lane Road

Bowling Green Ohio 43402

epeery@woodcountyohio.gov

Position open until filled

Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*NOTE: An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.