

OLYMPIC COMMUNITY OF HEALTH

Job Description

Position: Communications & Special Project Coordinator

Status: Full Time (100% FTE) non-exempt with benefits.

Open Date: May 31, 2019

Closing Date: June 20, 2019 or when filled.

Salary: \$45,000-\$60,000

Instructions: Please send a cover letter, writing sample, and resume to Margaret Moore:
margaret@olympicch.org

Position Summary

This position is an exciting and rewarding opportunity for an experienced Communications & Special Projects Coordinator who is passionate about improving health through partnerships in the Olympic region. We are looking for a creative, talented, self-starter with strong communication, project management, and collaboration skills to support the Olympic Community of Health mission.

Communications duties include the development and management of a 3-year communications plan and collaborative development and dissemination of a variety of communications products including written, photo, video, and social. Routine communications job duties include website management, electronic newsletter, media relations, visual communication, creating and maintaining a presence on social media, and strengthening the OCH brand.

Special projects duties include a variety of project management activities based on the needs of the organization. This position will assist with coordination duties including organizing meetings, creating written documents and presentations, and partner and community engagement.

Reports to: Executive Director

Our Story

Olympic Community of Health is a non-profit organization that serves Kitsap, Clallam and Jefferson counties and the sovereign nations of the Hoh, Jamestown S’Klallam, Lower Elwha Klallam, Makah, Port Gamble S’Klallam, Quileute and Suquamish Tribes. Under our broader mission to improve health and equity, we are tasked with carrying out the Medicaid Transformation Project to improve health delivery systems across our region. We work with a diverse group of partners and stakeholders including primary and behavioral care providers, community-based organizations, public health districts, and state agencies.

Purpose	Vision	Mission
to solve health problems through collaborative action	a healthier, more equitable three-county region	to tackle health issues that no single sector or Tribe can tackle alone

Please visit <http://www.olympicch.org> for more information on our organization.

Please visit <https://www.hca.wa.gov/about-hca/healthier-washington/medicaid-transformation> for more information on the Medicaid Transformation Project and Accountable Communities of Health.

Values

- **Mission-Focused.** We do the right work even when it's hard, and especially when it's hard. The passion to serve the people of the Olympic region is critical to success at OCH.
- **Equity and Cultural Humility.** OCH supports our community in serving our most vulnerable populations. Team members have a heightened awareness of how our differences inform our social and health decisions. We understand that we must focus on self-reflection and lifelong learning to appreciate the needs of our region and to better serve our diverse communities.
- **Integrity.** The team members at OCH are transparent in our actions, and respectful to one another.
- **Loyalty.** OCH nurtures a sense of belonging in its team and creates courageous spaces to build trust.
- **Positivity.** OCH recognizes that in order to feel happy and fulfilled in our lives, we must experience joy and laughter, even in the workplace. We believe that comradery is the fuel that energizes us to do the right work.
- **Work-Life Balance.** OCH believes that to be our best selves and to do the right work, we must recognize and value that life is bigger than OCH.

Essential Job Functions

In this position, you will be a key team member, with responsibilities in the following main areas:

- **Messaging.** Create and maintain clear, consistent, culturally appropriate messaging about the mission, vision and work that OCH is doing.
- **Website.** Maintain and update website, creating and maintaining pages with an eye towards branding, transparency, and community relations.
- **Storytelling.** In collaboration with partners, create success stories, a digital OCH newsletter, press releases, and handle media relations.
- **Policy and Public Speaking.** The Communications & Special Projects Coordinator will at times speak on behalf of OCH to community partners, state agencies, legislators and other parties.
- **Project Management.** Engage community partners, coordinate and facilitate meetings, track and organize project milestones, and manage communications plans to efficiently and effectively meet deadlines.
- **Visual and Social Media.** Creation and production of a variety of media projects including messaging for web presence, social media content, video production, and written products.
- Other duties as assigned.

Requirements

- Three years of related work experience. Experience in the non-profit sector preferred; experience in community health or health care field preferred.
- OR, at least a bachelor's degree in a related field.
- OR, an equivalent combination of education, experience and professional certification may be qualifying provided the individual's background demonstrates required knowledge and abilities.

Required Knowledge, Skills, and Abilities

- **Communication:** Candidate must have demonstrated knowledge of communications best practices and be a highly effective written, visual, and oral communicator.
- **Computer and Web Skills:** Advanced competency in operating MS Office suite, including Word, Excel, PowerPoint, and Outlook, experience with web publishers, experience managing professional social media accounts. Experience with graphic design, digital marketing, and search engine optimization preferred.

- **Teamwork:** Understand perspectives and abilities of team members where individual goals may differ. Assess strengths and challenges in team members; contribute based on assessment and personal level of experience or expertise. Work effectively with OCH staff, partners, and other affected parties.
- **Time Management:** Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.
- **Ethics and Integrity:** Earn the trust, respect, and confidence of internal and external partners through consistent candor, cultural humility, and professionalism in all interactions.
- **Equity and Community Engagement:** Commit to collaboratively advancing a pro-equity agenda and learning about equity and social justice principles and practices and understanding of the effects of place-, race- and policy and systems-based inequities on marginalized communities. Work with community and Tribal partners in a two-way exchange of information, ideas, and resources to co-create solutions.

Compensation & Benefits

- Full-time, non-exempt position.
- 11 paid holidays, 1 personal holiday, 12 days paid vacation and 12 sick days per year.
- 100% coverage for the employee for medical, dental, vision and life plans.
- Flexible and remote work allowable after initial introductory period.

Licenses, Certificates & Other Requirements

- Performance of job duties requires frequent travel between our offices and throughout the OCH region which includes Clallam, Jefferson, and Kitsap counties. A valid Washington State driver's license, the use of the incumbent's personal motor vehicle, and appropriate auto insurance is required.

Work Environment and Location

- We have a hands-on, collaborative and entrepreneurial work environment.
- We believe in an inclusive work environment that fosters individual growth and team empowerment.
- We have two locations:
 - Port Townsend, Jefferson County, WA
 - Poulsbo, Kitsap County, WA
- Work is performed primarily indoors at the offices in Port Townsend and Poulsbo with frequent travel to attend meetings around the region and Washington State.