



# Community-Campus Partnerships for Health

Promoting Health Equity and Social Justice

## Communications Coordinator

Community-Campus Partnerships for Health – Raleigh, NC [Remote] - United States

### Position Summary:

Community-Campus Partnerships for Health (CCPH) seeks an experienced communications professional to manage the day-to-day operations of CCPH's communications work. The communications coordinator will be a resourceful, highly motivated, detail-oriented self-starter who can work quickly and independently in a fast-paced environment. Under the supervision of CCPH's executive director, the communications coordinator will be responsible for both traditional media and digital communications.

### Responsibilities:

- Manage projects and write copy, news releases, op-eds, fact sheets, emails, and other editorial products
- Develop, test, and analyze online strategies to expand CCPH's reach and email list
- Oversee and publish all content on CCPH's website ensuring site is current, clean and engaging; design and build-out additional pages and new content sections as needed
- Oversee production of print and digital media including program ads, infographics, and the annual report
- Ensure uniformity and consistency in CCPH's voice and tone across all channels of communication
- Actively monitor news and trends and track mentions and coverage of CCPH's work
- Work cross-functionally with other members of CCPH's team and actively support the communications and marketing needs of CCPH's program areas.

### Qualifications:

- Bachelor degree and/or other advanced degree and minimum 3 years of relevant work experience, ideally in a non-profit environment and/or communications field
- Passion for health equity and social justice
- Experience with digital tools, tracking and interpreting social analytics, and implementing creative ways to engage digital audiences.
- Demonstrated leadership and ability to work both independently and as part of a team in a virtual space
- Proven ability to meet tight deadlines and be agile enough to adapt to changing priorities
- Exceptional writing, proofreading, and editing skills and ability to translate work to a broad range of audiences
- Exceptional interpersonal skills, including good communication skills, listening skills, and attitude
- Excellent verbal, written, and interpersonal communications and presentation skills.
- Highly detail-oriented with strong organizational and people skills.
- Simultaneously manage multiple priorities, deadlines, and multi-faceted projects at various stages of completion.
- Understand the importance of timing, immediacy, and establishing realistic daily and weekly objectives.
- Familiarity with CSS, JavaScript, and other programming languages preferred.
- Photography and video skills a plus.
- Prior experience working in a nonprofit preferred.
- Experience in marketing/communications, with demonstrated experience in design.
- Proficient in Adobe Creative Suite (InDesign and Photoshop), Word Press, and HTML.
- Experience in effective use of social media as both a messaging and interactive tool.
- Strong working knowledge of Microsoft Office Suite.



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**Salary:**

Part-time position. Hourly salary depending on experience.

**Application Process:**

Submit cover letter, resume, relevant writing sample, and at least three references (including at least one prior supervisor) via email to [ccph.programs@gmail.com](mailto:ccph.programs@gmail.com). Include "Communications Coordinator" in your subject line. No phone calls.

**Agency Description:**

Community-Campus Partnerships for Health (CCPH) is a nonprofit membership organization with a mission to promote health equity and social justice. Since its establishment in 1997, CCPH has held strong to this mission and strives to model equity in its approach to carrying out the work of the organization. CCPH views health through a broad lens and acknowledges the physical, mental, emotional, social, and spiritual aspects that encompass it. The organization values the fundamental need for healthier communities and believes in the central role these communities can play in their own well-being. Through encouraging authentic partnerships between academic institutions and communities, CCPH strives to change the conditions and environments where people live, work, study, pray, and play. The organization strongly believes in the power of partnerships to transform communities and institutions. CCPH believes collaborative solutions will bring communities and institutions closer as equal partners to enhance their assets, strengths, and capacities, to create these healthier communities and overcome complex societal issues.