

Communications Associate

The California School Health Centers Association (CSHC) is seeking a Communications Associate for our downtown Oakland office. CSHC is a nonprofit organization leading California's movement to improve the health and academic success of children and youth by advancing health services in schools. We are a growing organization with 11 employees. We have a friendly and supportive work environment. For more information on our organization, please go to www.schoolhealthcenters.org.

We are seeking a creative, talented team member with strong communications skills who enjoys working in a fast-paced environment with multiple deadlines and priorities. This is a full-time, benefitted position. The position supports a variety of activities related to our communications, fundraising, conference and administrative work. The successful candidate will have a Bachelors' Degree and 1-3 years of related experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

External Communications: 60%

- **Written Communications:** Coordinate implementation of organization communications plan. Specific tasks will include developing content for fact sheets, fundraising appeals, e-blasts, our e-newsletter, website and other marketing and promotional materials. Review, edit and proof web pages, documents and reports for other staff.
- **Graphic Design:** Format simple fact sheets and announcements in house. Coordinate with independent graphic designers and printers for production of more elaborate materials.
- **Website:** Assist Website Manager with maintaining a fresh and accurate website. Develop new web content as needed using Wordpress platform.
- **Social Media:** Coordinate implementation of our social media strategy and maintain presence on Twitter, Facebook, LinkedIn and other social media channels.
- **Media:** Assist with media outreach and inquiries. Track relevant media stories and post news items to website. Identify other ways to utilize news stories and promote cause.
- **Presentation Support:** Develop PowerPoint presentations, handouts, talking points and other materials as needed. Help market and coordinate speaking opportunities.

Fundraising/Administrative Support: 40%

- **Fundraising Support:** Support fundraising efforts by managing mailings and Word/Excel mail merges; processing donations, sponsorships, grant awards and conference registrations; and preparing donation thank you letters.
- **Conference/meeting planning:** Assist with planning, logistics and administrative tasks for annual conference; and coordinate other meeting and event logistics as needed.
- **Assist Office Manager and other staff with other general offices tasks** such as ordering supplies, handling print and photocopy jobs, maintaining office equipment and light office maintenance as needed.

QUALIFICATIONS

- Bachelor's Degree and 1-3 years related experience. Candidates with Master's Degree also encouraged to apply.
- Excellent written communication skills.
- Ability to multi-task, work under deadline and maintain high professional standards.
- Strong computer skills, proficiency with Microsoft Office, especially Word, Excel/mail merge. Salesforce and WordPress experience a plus, but not required
- Health and/or Education background helpful but not essential.

COMPENSATION

- Salary commensurate with experience
- Excellent benefit package with health insurance, 401 k, vacation, sick and holiday leave

Submit cover letter which clearly states your relevant work experience and resume to jobs@schoolhealthcenters.org or mail to: Jobs, CSHC 1203 Preservation Park Way, Suite 302, Oakland CA 94612.