



## Communications & Events Coordinator

**Mission: Serving people without essential health care**

**Vision: Quality health care for all**

*Founded in 1993 by physician volunteer, CommunityHealth is one of the largest free clinics in the country. We are a medical home for nearly 4,000 low-income, uninsured adults... just imagine your doctor, dentist, eye doctor, therapist, pharmacy, yoga studio, and much more – all under one roof, and all totally free for the uninsured and underinsured. CommunityHealth's mission is made possible through support from our donors/funders, community partners, staff and more than 1,000 volunteers.*

## Duties & Responsibilities

### **Communications:**

- Develop communication plans and strategies.
- Create online outreach and promotional campaigns using Facebook, LinkedIn, Instagram, TikTok, Constant Contact (email), Canva, Adobe Creative Suite, and other digital tools/networks as needed.
- Monitor social networks to engage in active dialogue with others, as needed.
- Track digital communication metrics and update reports.
- Write blog posts for CommunityHealth.
- Update/maintain website content.

### **Events and Committees:**

- Achieve event fundraising goals through corporate sponsorship, individual sponsorship, ticket sales, open appeals, and other event fundraising activities.
- Steward relationships and manage donor/funder portfolio composed of both corporate sponsors and individual attendees/participants. Lead event donor recognition, including but not limited to signage, fulfillment of sponsor benefits, website or social media posts, program ads, awards, etc.
- Coordinate with event speakers and vendors (in collaboration with event consultant).
- Manage event revenue and expense budgets and provide regular reports on attendance, revenue, and expenses as requested.
- Manage all planning and logistical needs for the successful execution of in-person and/or virtual events, in collaboration with the event consultant, Director of External Affairs, and/or relevant volunteers.
- Collaborate with graphic designers to create special event communications; lead digital event communications.
- Act as Associate Board (AB) liaison:
  - Maintain effective relationships with members.
  - Staff bi-monthly AB meetings.
  - Support AB leadership to ensure completion of projects and new member recruitment/orientation.

- Support the Health Education and Volunteer Services teams in planning patient outreach, education, or volunteer events, as requested.

**Qualifications:**

- Self-motivated, with a high level of attention to detail
- Strong communication skills
- Experience working with a variety of social media platforms
- Experience using a variety of online graphic design platforms
- Strong Microsoft Word and Excel experience
- Strong organizational skills
- Ability to work effectively with a team or independently
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

**Compensation:**

- The starting salary range for this position is \$46,800 - \$50,700.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our Total Rewards Package on our website. <https://communityhealth.org/wp-content/uploads/Total-Rewards-Package.pdf>

To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: [brubinstein@communityhealth.org](mailto:brubinstein@communityhealth.org)

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates are strongly encouraged to apply for all positions at CommunityHealth. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, etc.

*NOTE: All employees are expected to be fully up to date on the latest vaccinations against COVID-19 and influenza or adhere to masking requirements during respiratory illness season.*

About CommunityHealth

**About CommunityHealth**

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more!](#)