

POSITION DESCRIPTION

TITLE: Communication and Community Engagement Specialist

STATUS: Regular, Full-time (Grant Funded until May 2024)

POSITION IN THE ORGANIZATION: As a Communication and Community Engagement Specialist, you will be the first point of contact between the Pleasant Point Health Center and the public. Your primary responsibility will be to develop and maintain relationships within Pleasant Point Health Center and with other tribal departments, organizations, government agencies, and the community by creating effective communications strategies. You will report to the Pleasant Point Health Center's Health Director.

ROLE: The perfect candidate for the position of Community Engagement Specialist is organized, capable of multitasking in a high-paced environment, and people-oriented. You must be able to communicate in a professional and positive manner with the community and coworkers.

DUTIES:

1. Develop, organize, and execute community engagement strategies, projects, and events.
2. Create strategic plans to help facilitate community involvement and put them into action with the help of an assigned team
3. Build relationships with the community, institutions, and organizations as well as maintain and elevate existing relationships
4. Host regular meetings to develop partnerships and collaborations internally and externally
5. Develop and disseminate communication materials and maintain communication through email, newsletters, phone calls, and social media.
6. Monitor community engagement activities, contribute to reports, and participate in the development of program evaluation projects
7. Communicate and liaise with other tribal departments for increased collaboration and identification of synergies.
8. Assist with data collection to assess community perceptions, needs and project sustainability.
9. Support PPHC with communicating job opportunities at the health center.
10. Coordinate and facilitate community events including but not limited to the Health fair and diabetes walk.
11. Assist community members to enroll in a variety of medical insurances, and when possible, assist community members in completing their enrollment.

QUALIFICATIONS:

1. Bachelor's degree in Communications, Business Administration, or Social Sciences
2. Proven professional experience in Communications, Community Engagement or Public Relations
3. Proficiency with using social media platforms, such as Facebook, Twitter, LinkedIn, Instagram, etc.
4. Experiences with graphic design software or communication software such as canva and/or adobe creative cloud.
5. Excellent verbal and written communication skills
6. Proficiency with Google Workspace (Docs, Sheets, Meet, Slides, etc.)
7. Strong organizational skills and readiness to work on several projects simultaneously.
8. Absolute professionalism when dealing with clients to represent the company in a positive light
9. Ability to work under tight deadlines with minimum supervision
10. Highly motivated both personally and professionally.
11. Must be able to work well independently.
12. Willing to learn new tasks quickly.
13. Qualified Native Americans will be given first preference.

PLEASANT POINT HEALTH CENTER
Passamaquoddy Tribe
4/18/2023