

## **Community Outreach Coordinator**

Delhi Hospital & Clinics is looking for a creative, innovative individual with basic graphic design skills to join our Community Outreach Team! The Community Outreach Coordinator will help promote DH&C services through a variety of outreach efforts, and will work closely with the Director of Program Development. The ideal candidate for this position is a self-starter and is able to handle juggling multiple projects at once.

### **General Responsibilities:**

- Develop Community Outreach Campaigns to increase community awareness of DH&C services & programs through a variety of avenues including: print advertising, publication design, digital advertising, social media graphics, and branded merchandise
- Assist with managing the visual appearance, updates and content of DH&C websites. Experience with WordPress is a plus.
- Oversees the preparation and distribution of all external media communications and secures media placements to promote RPH programs, activities, and accomplishments
- Plan & direct DH&C Community Events, including health fairs & other outreach events. Responsible for coordinating with other departments & outside vendors, as needed.
- Under the approval of leadership, the COC may at times be asked to fill in as a spokesperson and primary public relations contact promoting RPH programs and services.
- Assist in developing and writing grant proposals to foundations and other grant-making organizations. Assemble and submit grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.
- Assists in the planning, development, implementation and monitoring of Employee Wellness Initiatives & other Employee Engagement activities.
- Assist with projects related to Patient Satisfaction, hospital goals and mission statement.
- Responsible for sourcing, establishing, and maintaining relationships with medical professionals, hospitals, & other community-based referral sources which result in utilization of DH&C services.
- Other duties as assigned.

**Qualifications and Skills:**

- Bachelor's Degree in Communications, Marketing or related field is preferred
- Knowledge of MS Office, particularly Publisher, and other applicable computer skills
- Candidates with Graphic Design experience encouraged to apply
- Understanding of advertising, digital media & social media
- Strong interpersonal & communication skills
- 1-2+ years of marketing/design experience is preferred

**Schedule:**

- Full-Time
- In-Person
- Monday-Friday, occasional weekends

**Benefits:**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid time off
- Retirement Plan

**How to apply?**

Applicants may send their resume to [jgreer@delhihospital.com](mailto:jgreer@delhihospital.com).