

Communications Coordinator

Location: **Austin, TX**

Job Code: **1000**

of
openings: **1**

Description

PROGRAM / LOCATION: US Programs / Austin, TX

REPORTS TO: Program Manager

FLSA STATUS / UNION AFFILIATION: Non-Exempt / Union

EngenderHealth is a leading global women's health organization committed to ensuring that every pregnancy is planned, every child is wanted, and every mother has the best chance at survival. In 20 countries around the world, we train health care professionals and partner with governments and communities to make high-quality family planning and sexual and reproductive health services available—today and for generations to come.

JOB SUMMARY:

The Communications Coordinator will work with the Program Manager and Project Director for the Learn, Engage, Accelerate, and Deliver (LEAD) Capacity Building Assistance (CBA) Project to support a successful communications strategy for U.S. Programs and the LEAD CBA Project. In collaboration with EngenderHealth's Communications & Marketing Team, the Communications Coordinator will oversee the development and implementation of a communications plan to maximize the CBA Project efficiency, information sharing, and visibility, including the creation of all project communications, such as webinar and conference calls, design of online courses, design of program resources, tools and other materials. In this role, the Communications Coordinator will be responsible for coordinating with National CBA Providers to enhance dissemination of all CBA materials, and ensuring adequate dissemination for CBA resources. The Communications Coordinator will oversee the dissemination of project outputs for U.S. Programs through conference presentations, submission of journal articles, and other reports and briefs. The Communications Coordinator will also be responsible for ensuring consistent branding of materials within project guidelines and EngenderHealth Standard Operating Procedures.

RESPONSIBILITIES:

- Collaborate with the EngenderHealth External Relations Division to provide seamless communications, branding, and other requirements according to EngenderHealth's standard operating procedures.
- Develop communications plan for the LEAD CBA Project, including communications for the larger National CBA Providers team, and for the U.S. Programs project portfolio that outlines key goals, strategies, and resources to be developed, dissemination plans, as well as preventing overlap and redundancies in resources.
- Provide input on design and branding ideas and support for all U.S. Programs tools, materials, resources, webinars, publications, presentations, email marketing and other efforts while focusing specifically on the launching these efforts on the LEAD CBA Project.
- Coordinate logistics for webinars, conference calls, and online trainings.
- Disseminate program implementation and national CBA resources to all grantees via e-mail marketing, posting resources and tools online and ensuring cross posting on multiple websites visited by grantees.
- Develop, update and maintain website content (and work with contractor to update website layout as needed) for both the U.S. Programs portfolio of programs and the National CBA Providers team to share resources, events, information, publications, and other CBA opportunities with grantees.
- Work collaboratively with any consultants assigned to support the U.S. Programs projects related to communications.
- Plan and organize special meetings and/or events, including ensuring a robust presence for both U.S. Programs and the organization at major conferences and other events, and disseminating lessons learned internally.

EDUCATION, EXPERIENCE & CERTIFICATIONS:

- Bachelor's degree in public health, communications, health education, or related field.

- Over 3 years of experience implementing communications strategies for youth-serving organizations, including designing and executing communications plans, coordinating conference calls, web-meetings, webinars, and/or designing online trainings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to work and communicate with diverse populations.
- Experience creating educational materials and incorporating branding for programs or creating and managing websites and website content preferred.
- Must be comfortable and respectful of EngenderHealth's programming that promotes women's rights, gender equality, sexual diversity and LGBTQ rights.

TO APPLY:

Please click on "Apply for this position" below and submit an application along with cover letter.

EngenderHealth provides equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, creed, ancestry, citizenship, religion, color, gender, gender identity, gender expression, age, national origin, political belief, sexual orientation, genetic information, status as a victim of domestic violence, marital status, disability or any other protected characteristic or status under applicable federal, state and local laws.

EngenderHealth complies with applicable federal, state and local laws governing non-discrimination in employment in every location in the United States in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.