



## **Town of Ware & Healthy Quaboag Initiative**

### **Community Engagement/Communications Coordinator Job Description**

**Job Title:** Community Engagement/Communications Coordinator; (employee of town of Ware, MA).

**Note: This is a part-time (20 hours/week), temporary, non-union, benefits-eligible, flexible schedule position.**

#### **Description of Duties and Responsibilities:**

Healthy Quaboag is a collection of community health initiatives which collaborate with a wide range of community members and organizations in the Quaboag Valley. Healthy Quaboag's primary objective is to address health disparities and enhance the well-being of the region's residents. Healthy Quaboag works with the towns of Barre, Belchertown, Brimfield, Brookfield, East Brookfield, Hardwick, Holland, Ludlow, Monson, New Braintree, North Brookfield, Palmer, Spencer, Wales, Ware, Warren, West Brookfield and Wilbraham

This position will work under the general direction of the Project Coordinator for Community Health. Works closely with Community Health and Prevention team in supporting the delivery of timely, consistent, and strategic communications. Such communications are designed to increase public and partner awareness and understanding of Healthy Quaboag's projects and goals utilizing multiple media outlets, including newspapers, radio and social media. The position also plans and conducts community outreach to recruit and engage community members into Healthy Quaboag's work; conducts presentations to other organizations within Quaboag Valley regarding Healthy Quaboag's efforts to help create and support additional partnerships; coordinates with other communications/media campaigns in the prevention department; attends required staff training and supervision sessions; other tasks as assigned.

**Qualifications/Experience for the Position; Personal and Professional Qualities:** High School diploma or equivalent. Demonstrates sensitivity to, and awareness of: cultural, racial, ethnic, economic, and social diversity including LGBTQIA+; knowledge of racial and social justice, community organizing and engagement; awareness of community strengths and culture; ability to interact with a variety of media and stakeholders across demographic groups; knowledge and skills in health communications, marketing and social media; uses performance feedback from supervisors to improve proficiency and skills; ability to work independently and as part of a team; ability to maintain objectivity and fairness in dealing with people. Excellent verbal and written communication skills, time management, and organization skills. All applicants must be able to pass a criminal background/CORI check.

**Salary Range and Hours:** Starting Salary: \$22.00/hr. 20 hours per week.

**To apply for the position, send resume and cover letter to:**

Emily Coderre

Project Coordinator for Community Health

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