



Coordinator, Gen-H

Reports To: Executive Director, Gen-H		
Level/Grade Support	Type of Position Part-time	Hours/Week 20 hrs/week; non-exempt
GENERAL DESCRIPTION		
<p>The coordinator supports Gen-H staff in the day-to-day implementation of collective impact on health strategies including the development of program specific materials and content, and assists with identifying opportunities to expand the reach and impact of Gen-H.</p>		
JOB RESPONSIBILITIES		
<p>Gen-H Promotion</p> <ul style="list-style-type: none"> • Coordination of Gen-H specific meetings and events • Assists with Gen-H specific social media, blog posts, newsletters, and other written materials • Identifies opportunities for Gen-H to participate in and/or support community health events and coordinates logistics for such events • Supports the implementation of Gen-H action plans and project milestones and deliverables <p>Gen-H Project Coordination</p> <ul style="list-style-type: none"> • Maintain partner database with contact information, progress towards goals, and contracting • Maintain integrity of Salesforce tracking for partners • Meeting Coordination External: Secure and set up meeting space, manage attendee invitations, assist with content development, and meeting minutes/follow-up. • Meeting Coordination Internal: Manage invites, secure room and logistics such as phone line, virtual access, printed agendas and additional materials, meeting minutes/follow-up. • Relationship Management: Serve as the first line of communication for all partners through monitoring Gen-H Connect correspondence and triaging requests • Project Management: Adhere to project timelines, anticipate deliverables, and support development as necessary • Education and Training: Support partner and team member education and training • Ensures proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization • Other duties as assigned 		
POSITION REQUIREMENTS		
<p>Skills, Knowledge, Abilities:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to successfully work to and meet urgent deadlines and juggle multiple high-priority tasks • Knowledge and skills in project management • Detail-oriented • Demonstrated commitment to customer service • A highly collaborative work style and able to accept input • Demonstrated knowledge of and competency with social media tools and tactics • Ability to stand for up to 4 hours at a time • Ability to accomplish the physical set-up of meeting rooms and event space; includes the ability to lift up to 15lbs • Ability to sit at a desk in front of a computer monitor for long periods of time 		
EDUCATION/CERTIFICATION REQUIREMENTS		
<ul style="list-style-type: none"> • Associate's Degree or 2 years work experience in a similar role 		
APPROVED BY N. Weber		DATE POSTED Dec. 1, 2018

