

Doctors Without Walls – Santa Barbara Street Medicine Communications Coordinator Description

Position: The role of the Communications Coordinator is to help Doctors Without Walls fulfill many of the organization's needs through the use of public relations and marketing as well as by supporting all advocacy and special events. The Communications Coordinator will lead a team of 4-5 interns who will assist in undertaking tasks and projects solicited from the team. This coordinator position requires a one-year commitment (6/1/19 - 5/31/20).

Duties Include:

- Advocating for the organization and its beneficiaries
- Managing the DWW website and responding to emails sent through the website's contact page
- Compiling the quarterly newsletter
- Coordinating speaking engagements, fundraising, and various volunteer events
- Overseeing all social media
- Sending out press releases and supporting DWW Fundraising activities
- Managing the branding of DWW
- Managing the administrative portion of the Underserved Medicine Seminar at the University of California Santa Barbara.

The Communications Coordinator will work closely with the Communications Team Manager, Operations Director, and Administration Unit.

Qualifications:

- Must have 6 months experience with DWW- SBSM.
- Must have excellent writing and communications skills.
- Must have a desire to learn public speaking and presentations.
- Must be able to work independently and have the leadership skills to oversee a Communications team.
- A sense of urgency and attention to detail required.
- A means of transportation
- Social media and marketing experience are a plus.
- A flexible schedule is also a plus.

Other Responsibilities:

- Must attend monthly meeting with the Communications Team Manager, Operations Director and Administration Unit, or as needed.
- Collect Program Data for monthly reports to the Communications Team Manager, Operations Director and Administration Unit.
- Must attend monthly Operations/Coordinator Meeting

- Facilitate and contribute in any unforeseen projects deemed a priority by DWW-SBSM leadership, the medical directors, the Board of Directors, and/or the Executive Director

Time Requirements:

10-20 hours per week, which may fluctuate depending on time of year.

Example: During the Underserved Medicine Seminar, Coordinator is expected at office hours, section, and lecture (a total of 8-9 hours a week not including managing anything else Communications related).

Last revision date: 3/1/2019