



ALL ALASKA
PEDIATRIC
PARTNERSHIP

All Alaska Pediatric Partnership Communications & Training Coordinator

Principal Responsibilities: The Communications and Training Coordinator (CTC) has the principal responsibility of coordinating the details and implementation of the All Alaska Pediatric Partnership's (A2P2) external training offerings and supporting the Community Relations Manager in A2P2's marketing and communications, including conveying mission, vision and programmatic work to stakeholders, and utilizing data in the organization's messaging and storytelling.

POSITION DETAILS

Reports to: Community Relations Manager

Supports: Executive Director, Director of Programs, Community Relations Manager, Partnerships Coordinator, HMG-AK Program Manager, and Office Administrator

Supervises: NA

Location: Anchorage office (Hybrid)

FLSA Classification: Exempt; Salary, Full-Time

Compensation: \$65,000 – \$70,000

Benefits: Competitive benefits program includes medical, dental, vision, HSA, generous PTO plan and 11 paid holidays, 403(b) retirement plan and employee assistance program.

Closing Date: Open until filled. First review of applicants on November 13, 2023.

RESPONSIBILITIES

Communication & Training Coordinator Accountability:

1. Coordinate well-run educational, outreach and networking events within established budgets.
2. Work with the Community Relations Manager to execute the strategic communications plan, including campaign design, implementing new tools and measuring impact.
3. Support the design and implementation of both organizational and programmatic brand identities, including working with staff at all levels to promote use of language and materials that support the understanding of our mission, values and programming through effective communication techniques.
4. Work with Program Managers to maintain relevant, up-to-date provider training modules for use both in person and online, coordinate the process for continuing education credits and evaluation process for providers to receive continuing education credit, and track participants and training evaluation.
5. Support A2P2's mission by promoting relevant pediatric health related content on our public platforms and participating in workgroups or other projects that involve messaging and communication work to support the organization's programs, as directed by the Community Relations Manager.
6. Curate and monitor A2P2's social media and digital presence and coordinate all relevant platform functions.
7. Establish and maintain relationships with contractors, vendors and venues and successfully coordinate all details of organization-hosted events.

8. Support the Community Relations Manager in planning and executing regularly scheduled meetings and community events hosted in collaboration with partners.
9. Support the Community Relations Manager in preparing and participating in outreach presentations, including editing and design of presentation materials.
10. Utilize established technology platforms to track and document outreach and training activities, and support community partners in documenting outreach and activities done on behalf of A2P2.
11. Coordinate with the office administrator on travel arrangements for team outreach efforts and event speakers.
12. Track event expenditures, maintain receipts and work with the Community Relations Manager to ensure contracted expenses remain within budget.
13. Draft and design marketing and event promotion materials for review and approval.
14. Coordinate the design and publication of all sponsor recognitions in collateral materials and at in-person and virtual events.

ORGANIZATIONAL STANDARDS

1. We are guided by our mission: Transform systems of care and increase equitable access to health care and related services to ensure all Alaska’s children reach their full potential.
2. Our mission can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Communications, Public Health, Health Care Administration, Education, Public Policy, Social Work, Public Administration, Business, Social Sciences or other relevant fields.
- A minimum of five years’ experience in marketing, communications, program coordination and/or development, preferably in a health, social services or education field.
- Proficient in Microsoft Office Suite with the demonstrated ability to learn new software applications.

PREFERRED BUT NOT REQUIRED:

We recognize an ideal candidate may not possess all the experience and knowledge listed in this description. The following are areas in which experience is preferred but not required:

- Experience working with diverse communities and demonstrated leadership working towards equity and inclusion.
- Experience and working knowledge of basic graphic design and principles of adult learning.
- Understanding of developmental health and protective factors.
- Understanding of Alaska's landscape of services for children and their families.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work independently.
- Excellent communication and interpersonal skills, both written and verbal, and the ability to effectively present information and respond to questions from all levels and sources.
- Ability to work with diverse groups of individuals across sectors to effectively share the organization's messaging.
- Strong organizational skills.
- Analytical and problem-solving abilities, organization skills.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.

NOTES

Travel: Travel in and out of state will be required up to 25% of the time. Some travel to rural locations may occur in small aircraft.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

HOW TO APPLY

Qualified applicants may send their cover letter and resume to employment@a2p2.org. The position is open until filled.