



Job Title	Education & Communications Coordinator
Reports To	Communications Manager

Job Purpose

The Education & Communications Coordinator (ECC) carries out key functions supporting successful delivery of community education, outreach, public policy and training programs; communications functions across all platforms; and essential administrative and data functions. Reports to Communications Manager.

Duties and Responsibilities

Community Education and Outreach

- Manage organization-wide outreach calendar, ensuring timely execution of all outreach deliverables
- Support public facing events, outreach and training activities as needed

Communications

- Design and oversee the production of print and electronic communications
- Social media posting, management and analytics
- Management of websites, ensuring completion of essential tasks across the agency
- Ensure brand assets are up-to-date and accessible organization-wide

Administration

- Proofreading support across the organization
- Prepare correspondence, publications, grant proposals and reports as directed
- Support fundraising activities as needed
- Assist with data entry and document management
- Assist with reporting and outcomes tracking
- Other duties as assigned

Qualifications

- Proficiency in O365, Excel, Salesforce, SharePoint, Adobe applications including Photoshop, Illustrator and InDesign, social media platforms and social media publishing platforms, and website management tools
- Exceptional organizational and time management skills
- Strong interpersonal skills, fostering a team environment with colleagues and partners
- Ability to meet deadlines and deliver quality work Flexibility and adaptability to evolving priorities and deadlines
- High level of professionalism
- Confidentiality and use discretion in all interactions
- Excellent oral and written communication skills, multi-lingual a plus.
- Proficient in graphic design, editing and proofreading
- Prior experience managing social media and websites
- Commitment to advancing MHAMD values, mission and goals
- Must submit to a background check

Position Classification

Full time, non-exempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

General Conditions

- Monday- Friday generally, with ability to flexibly perform activities weekends and evenings.
- Ability to sit or stand for prolonged periods.
- Must be able to lift-up to 25 pounds at times.
- Have available/access reliable transportation to ensure punctuality and accessibility to various work locations. Along with a valid driver's license and active automobile insurance coverage.
- Home office or designated space to conduct confidential business including secured access to high-speed internet.

Travel Requirement

Ability to travel throughout the State of Maryland and attend out-of-state conferences as required.

Location

State of Maryland

MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.