



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: BHD Resiliency Center Communication Coordinator

Open Date: April, 2024

Closing Date: Until filled

Pay Range: \$29.00 to \$33.00 Per Hour

Job Purpose

The Communication Coordinator is responsible for engaging and educating the community on the organization and its goals in both digital channels and traditional formats. The key role in supporting and executing the department's communications strategy.

Duties and responsibilities

- Create weekly and monthly editorial calendars to promote the department and services on various social media channels
- Designing and executing social media posts and campaigns. Replicate post to promote using traditional marketing
- Creating and maintaining digital, social and traditional content that conveys the department's service activities to a diverse audience
- Track social media engagement to identify high performing ideas and campaigns for scalability
- Perform social media marketing research
- Create marketing captions that speak to the events' target audience
- Support members of the team in formatting and sharing their messaging internally and externally
- Ensure all content is developed through a lens of diversity, equity, accessibility and inclusion
- Take part in community fundraising and outreach event
- Collaborate with public relations/development team to ensure community outreach and engagement activities are consistent with our brand and organization's culture
- Coordinate and setup all vendors and participating partners for community and outreach events
- Assist with organizing event timelines to ensure deadlines are met
- Create, distribute, and maintain outreach materials such as brochures, flyers, promotion, and education materials
- Develop and sustain positive relationship with a range of people, including community leaders, local groups and organizations, and local authorities
- Working as part of a team to support and sustain community-led action around issues related to health and wellbeing



- Working as part of a team to organize and hold events that draw in and involve residents and partners
- Contribute ideas and develop activities suitable for goal of the events
- Supporting face-to-face, online and print communication and marketing activities
- Perform other duties assigned

Qualifications

- A bachelor's degree in communications, design or a related field or equivalent experience. Two years of relevant experience.
- Comfortable and knowledgeable of the health care and behavioral health industry
- Strong presentation skills
- Experience of using creative platforms for community engagement, such as design, art, photography or video
- Experience of producing deliverables for a range of audiences, including reports, presentations and blogs.
- Capability to work professionally with many constituencies, personalities and workstyles (e.g., staff, partners, participants, vendors, donors, and volunteers) to meet deadlines
- Willingness to learn and adapt in a fast-paced environment
- Ability to work in a team environment and independently. Must be flexible in a fast-paced setting and able to work under deadline pressure with multiple priorities
- Ability to build and maintain positive relationships and actively contribute as a member of working teams to achieve results
- Must be customer service-minded in the interaction, planning and execution of all projects
- Strong organizational skills and ability to multi-task
- Strong communication skills, verbal and written
- Ability to work evening and weekend hours as needed
- Must have a valid driver's license and clear Department of Motor Vehicles record. This position requires the employee to drive

Please send your resume to:

cschr@cscla.org

Subject: BHD Resiliency Center Communication Coordinator

Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.