

San Diego County Breastfeeding Coalition (SDCBC)

COORDINATOR POSITION DESCRIPTION

POSITION TITLE: Coordinator, San Diego County Breastfeeding Coalition (SDCBC)

RESPONSIBLE TO: Board of Directors, SDCBC

SCOPE OF WORK: Coalition Coordination, Internship Program Management

General Administrative:

- Maintains and updates membership database.
- Maintain and update other databases, including email list, past conference attendees, local perinatal healthcare providers, etc. as needed.
- Attend monthly Board meetings. Take, prepare and send out minutes to Board members.
- Attend Coalition general meetings and educational offerings.
- Attend yearly strategic planning meeting. Take and prepare minutes and distribute needed materials to participants.
- Triages or responds to Coalition emails and 1-800 calls.
- Responds to (or appropriately refers for response) public and professional requests for information.
- Coordinates media and public relations as needed and responds to complaints of discrimination.
- Google for Non-Profits (GSuite) Administration. Maintain and share with Board & Advisory Team members all SDCBC files in GSuite, coordinate SDCBC meetings, launch important updates to email contacts using the Google Groups feature.
- Maintains current database of available community resources.
- Acts as contact point for information and requests for assistance.
- Maintains database of and contact with appropriate community agencies.

Internship Program

- Oversees internship program
- Provides supervision and guidance to SDCBC interns and volunteers
- Support with recruitment and onboarding of interns and volunteers

Membership:

- Prepares annual solicitation letter and attachments with President.
- Coordinates annual mailing and email.
- Maintains membership database
- Supports with invoices and payments

Resources Guides:

- Solicit updates for Resource Guides entries.
- Arrange for translation into other languages
- Oversee production and distribution of Breastfeeding Resource Guides.
- Record hard copy distribution.
- Maintain updated digital resource guide

Education Program:

- Maintains education calendar
- creates promotional materials and maintains education website and event pages
- outreach to SDCBC email lists
- Coordinate speaker tasks
- Support virtual and in-person events

SDCBC Newsletter:

- Create content, design and publish bi-weekly newsletter using MailChimp account.
- Newsletter to include SDCBC breastfeeding policy updates, news and events, SDCBC Scholarship information, SDCBC Board & Advisory Team profiles, blogs by To-wen Tseng, membership and resource guide information, local lactation job listings and volunteer opportunities as requested, SDCBC partner news and updates.

Marketing:

- Utilization of Social Media platforms including Facebook, Instagram, LinkedIn, X to publicize upcoming SDCBC events and share breastfeeding policy information and breastfeeding news.
- Regular social media posts to keep audience engaged.
- Manages website as part of marketing program.

Website Administration:

- Update website with upcoming events, blog posts and manage e-commerce for mini-seminars, Liquid Gold Gala and other SDCBC activities.
- Coordinate with contracted IT personnel to regularly improve website design and functionality.

MINIMUM QUALIFICATIONS:

Education: Five years experience in leading or managing programs

Skills, knowledge and abilities: The individual must possess excellent communication, presentation and interpersonal skills with a demonstrated track record of effectively interfacing with diverse individuals, organizations and collaboratives including those in various health related fields, lactation consultants, community leaders, and agencies for children and families. Proficient in Google Suite, Canva, MailChimp, organization systems. Must be able to triage tasks, take initiative, and work independently after general direction from the Board.

PREFERED QUALIFICATIONS:

BS or Master's Degree in public health or training in progress, healthcare administration or related field. Experience with coordinating public health programs, community based organizing, project management.

COMPENSATION:

\$22.50 per hour, up to 20 hours per week, paid sick time, technology stipend, family leave support, flexible scheduling.