

METHODIST HEALTH SYSTEM FOUNDATION, INC. (MHSF)
Job Description

Position Title: Community Relations Coordinator

Department: Administration

Supervised By: Vice President, Program Management

Summary of Functions:

To sustain and nurture positive relationships with community members, nonprofit organizations and fellow employees, both internal and external. Coordinate community resources including seeking out, researching and utilizing resources in an effort to improve community relationships. Must possess excellent organizational, communication and writing skills to provide effective communications between all media and constituencies. Must have the qualifications to prepare and provide guidance in the development of a variety of communication materials such as corporate annual report, brochures, factsheets and social media content.

Description of Activities:

- Coordinate meetings, invitations, mailings and publicity for MHSF-sponsored functions.
- Provide photography for events as needed.
- Coordinate the content, layout, preparation and design of the Foundation Annual Report.
- Assist Foundation departments in development of mailing/brochures that are needed to communicate with various constituencies.
- Prepare and submit, in coordination with MHSF President, the Annual Conference Report.
- Assist in the coordination of all marketing and public relations mailings.
- Responsible for maintaining Foundation mailing lists for all constituents.
- Maintain up-to-date files of all activities as well as advertisements in print and articles in the media.
- Coordinate website activity /design with vendor.
- Manage social media content to enhance the online profile of MHSF.
- Coordinate Foundation staff meetings including schedules, agendas and minutes.
- Coordinate MHSF Employee Recognition Program including nominations and awards.
- Assist in the preparation of artwork, framing, and other services needed to prepare Resolutions and other forms of acknowledgment prior to their presentation.
- Assist with research, writing, and submission of grants for support of Foundation programs.
- Provide timely acknowledgment of individual donations to the Foundation and satisfy all governmental and other reporting requirements.

- Maintain and monitor the list of individuals enrolled in the Life Endowment Plan; notify CEO and VP Finance of death notices related to this constituent group.
- Attend educational sessions and other educational knowledge, skills, in competency development opportunities as required.
- Assist with MHSF grantee site visit and report preparation as requested.
- Understand, embrace, and work toward the successful achievement of the MHSF mission.
- Cooperatively assist others in a “team oriented” manner.
- Maintain professional image and demonstrate courteous, cooperative behavior.
- Maintain strict confidentiality on all matters related to protected information.
- Perform other duties as necessary and requested.

Description of Skills/Education/Experience/Worker Characteristics:

- A. **Skills:** Proficient Microsoft Office skills, including ability to navigate publication and presentation software and become familiar with other MHSF-specific programs. Excellent verbal and written communications skills required to form relationships and create marketing materials. Great interpersonal skills and ability to work well as part of a team with ability to organize groups of people for events and initiatives. Successfully handle multiple ongoing projects. Ability to work without direct supervision and demonstrate independent judgement.
- B. **Experience:** 3-5 years of work experience in public relations or a related field preferred. Demonstrated experience of non-profit and community organizations.
- C. **Education:** Possess a minimum of a bachelor’s degree in marketing, public relations, communications, journalism or related field.
- D: **Worker Characteristics:** Be proactive; able to multi-task; even tempered and have a positive attitude toward self, job and organization; project a pleasant, compassionate, and mature attitude; be courteous; adaptable to urgent and crisis situations; neat and professional in appearance; able to work harmoniously with others; demonstrate excellent interpersonal skills at all levels, both internally and externally and maintain the highest level of discretion and confidentiality.
- E. **Physical Demands:** Must be able to perform basic physical activities, i.e., walking, bending, stooping, lifting, etc. Must be able to drive a motor vehicle. In addition, must possess a current driver’s license and carry automobile insurance at least to the level required by the State of Louisiana.