

NOTIFICATION OF POSITION VACANCY

September 24, 2009

TITLE: Assistant Development Coordinator
REPORTS TO: Project Director
LOCATION/DEPARTMENT: El Centro, CA
REASON FOR OPENING: Replacement

POSITION PURPOSE:

To coordinate a variety of community outreach and education projects and provide general office and administrative support to Project Director.

POSITION RESPONSIBILITIES:

- Recruit and manage volunteers for in office projects, community education projects, and day of event activities
- Coordinate/facilitate the implementation of community health education programs including Comenzando bien, Women's Health Day events, Family Health Day events, and activities as defined in the Healthy Babies: Healthy Communities Project grant
- Coordinate Prematurity Campaign activities and market March of Dimes web sites and Pregnancy and Newborn Health Education Center as community resources and oversee dissemination of educational materials
- Provide general administrative support including ordering supplies and materials, coordinating correspondence, keeping minutes from Advisory Council meetings, and maintaining office equipment
- Other duties as assigned

QUALIFICATIONS REQUIRED:

- Associate's degree or equivalent experience and education
- Two years community outreach, health education, and/or event planning experience
- Excellent organizational, interpersonal and communications skills
- Excellent computer skills including all Microsoft Office programs
- Bilingual in English/Spanish preferred

POSITION STATUS:

- This is a full time regular position

Please send resume, cover letter, and salary requirements by September 18, 2009 to:

Cheryl Anderson
MARCH OF DIMES
395 Broadway, Suite 3
El Centro, CA 92243
Fax: (760) 312-5757
Email: CaliforniaJobs@marchofdimes.com
Before: October 8, 2009

NOTE:

1. Credit and criminal background check is required for this position.