

Overview

AWFH is a peer-led, community-based network dedicated to advancing Asian women's health and wellness through education, advocacy, and support. We envision a world where Asian women are well-informed, have access to care that is culturally appropriate and high quality, and inspired to live happy, healthy lives.

About this position:

The Communications Coordinator position is a 40-hour full-time position, and reports to the Development Manager. The Communications Coordinator will oversee external communications for the organization and provide outreach support for external and internal events. The ideal candidate will have a background in and passion for AWFH's mission and enjoy creating and pushing out brand-appropriate content.

Communications

- Refine the organizational brand and associated communications, content, and social media strategies
- Establish and manage the workflow of regular communications on social media and traditional media.
- Collect and analyze website and social media traffic.
- Create monthly newsletters
- Respond to online inquiries when appropriate
- Oversee social media platforms, including creating and editing content
- Collaborate with other AWFH staff to create program and organizational collateral when needed, including the annual report, program flyers, outreach and educational materials and ads, etc.
- Design and oversee special outreach campaign content and media buy strategies
- Draft press releases, talking points, Op-ed pieces, special reports, story lines and position statements, as requested
- Communicate programmatic aims and objectives to participants, Board members, colleagues, and the public including periodic reports on the state of programming
- Proofread, edit and re-structure organizational materials for maximum coherence, accuracy, and consistency
- Update, maintain, and oversee redesign of AWFH website
- Organize outreach events, including sales, marketing, and planning, to promote the services of the organization

Additional Duties

- Attend in-person outreach events to promote AWFH's programs
- Assist in internal events

Qualifications

- Proficiency with Microsoft Office Suite and social media platforms
- Familiarity with MailChimp, WordPress, Flipcause, Adobe, Canva, AirTable, and Jira
- A bachelor's degree in marketing, journalism, public relations, social services, or related field
- Demonstrated ability to manage multiple daily, weekly, monthly and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently
- 2-3 years' experience in the field may be advantageous.
- Strong industry knowledge with a background in graphic design
- Excellent communication, interpersonal, and leadership skills.
- Strong organizational and time management skills

Compensation: The annual salary will be \$45,000- 48,000

To Apply: Send a resume and cover letter to Sofia Li, sli@asianwomenforhealth.org, with the subject line "Communications Coordinator". In your cover letter, please specifically address why you are interested in this position, what you find compelling about our work, and why your skills are a match. No phone calls please. Position open until filled.

AWFH is an Equal Opportunity Employer. Women, BIPOC people, immigrants, LGBTQ and gender nonconforming individuals are strongly encouraged to apply.