



Oregon Pediatric Society

A Chapter of the American Academy of Pediatrics. Incorporated in Oregon

JOB POSTING

POSTING DATE: March 15, 2024. Applications reviewed as received, open until filled.
JOB TITLE: **Communications & Training Coordinator**
LOCATION: Flexible Hybrid/Remote work after office onboarding at St. Vincent Medical Center, Portland, Oregon.
HOURS: 30 - 40 hours per week (based on mutual agreement), non-exempt
STARTING SALARY: \$23.00 – \$24.50/hour, depending on experience & education.
BENEFITS: Employer paid gold-level health insurance, and 3% retirement plan match. 1.0 FTE regular employees accrue 15 days PTO annually, and 12 holidays.

Organization Purpose

The Oregon Pediatric Society (OPS) advocates for the optimal health of all Oregon children and youth, while supporting their families and the health providers who care for them. OPS is the state chapter of the American Academy of Pediatrics, the national nonpartisan professional-membership and child-advocacy organization for pediatricians.

Many of OPS's funded projects focus on professional education and peer support for clinicians to improve physical and mental health care delivery to their pediatric patients and families. Using health provider knowledge and trust as tools for social justice and health care reform, we are champions of equitable and science-based policies in urban and rural Oregon. OPS is an organization that supports public health measures and vaccinations. Among many OPS clinical quality improvement, policy, and advocacy activities, OPS members and staff have testified to the Oregon legislature about keeping kids safe from gun violence and environmental hazards; worked with families to prevent infectious diseases; and taught medical providers and school-based employees about gender-affirming care and suicide prevention interventions.

Position Responsibilities

The Communications & Training Coordinator (CTC) is supervised by the OPS Executive Director, and works with Membership and Project staff to promote and support member news; statewide clinical trainings and quality improvement programs; and child-centered advocacy. The CTC coordinates OPS's communications/marketing outreach and Continuing Education administration. As an important member of staff and advisor teams, the CTC assists with virtual trainings, in-person events, and other project and membership activities.



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Job tasks include:

- Coordinate content, composition, and delivery of e-newsletters.
- Graphic design and standards compliance for digital and print marketing materials, including website, social media, newsletters, fliers, and PowerPoint presentations.
- Add blog posts, recordings, text and photos to WordPress website. Edit and update website pages; work with OPS's website designer as needed. Employ SEO principles to improve traffic and search rankings.
- Copywriting and editing for marketing communications, recruitment and educational campaigns, and event sponsorships.
- Develop social media and marketing plans, calendars, and content.
- Use analytics tools to track engagement data for website, newsletters, and social media.
- Simple video editing.
- Liaise with organizations providing OPS's continuing medical education (CME), and coordinate applications and evaluations for CME.
- Provide audio-visual, online platforms, and event planning and logistics support for webinars, member conferences and mixers, and Lobby Day.
- Assist with training and learning community projects' planning, meeting notes, and implementation.
- Data entry and management for marketing, projects, and membership databases.
- Lead special projects, and other activities as assigned.

Position Qualifications

The ideal candidate will have professional work experience; familiarity with the healthcare sector; and an interest in working with pediatricians. Because we are a small staff with big influence, your work will make a crucial difference to our statewide success.

You will thrive in this position if you have the following:

- Strong written, visual, and verbal communication skills.
- Proficiency with computer technology and software (OPS uses Microsoft Office, Google Suite, WordPress, Adobe Creative Suite, social media platforms, Constant Contact, Survey Monkey, Zoom). The ability to learn and master new software.
- Excellent organizational abilities and time management, especially with multiple assignments and deadlines.



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- Willingness to be collaborative, flexible, and self-directed, while working in team-based activities and independently.
- Commitment to children, equity, inclusion, and anti-racism, and to continuous learning and improvement.
- The ability to learn quickly and adapt in a fast-paced environment.
- Attention to details and accuracy. Critical thinking skills.
- Able to provide excellent member and partner service in a solution-focused way.

A Bachelor's degree is required. Preferred work, life, or educational backgrounds include marketing communications, teaching, public health or medical care, public policy, customer or social services.

The position requires the ability to work from home, use a computer, and sit for extended periods. The CTC must have stable home internet, the capacity to host Zoom meetings without interruption, and the ability to attend in-person meetings in Portland. Most of the CTC's work will occur during standard business hours; work outside of those hours will be planned with advance notice and include some early morning trainings and evening meetings, and weekend work approximately twice a year. In-person work will be negotiated according to business needs and may require some overnight travel and providing own transportation.

OPS is an equal opportunity employer striving to build a diverse workforce as we broaden and deepen our work in the communities we serve. OPS welcomes those who share our equity commitment to consider applying for open positions. We strongly encourage candidates from communities of color, LGBTQ+, disability, and culturally diverse populations.

Application Procedure

Send a resume and a two-page maximum cover letter to HR@oraap.org. Please include where you found this job posting, how soon you could be available if offered the position, and a description of one of your biggest life influences before age 19. Applicants selected for a final interview will be asked to submit three references, including one from a recent supervisor. Thank you for your interest.