



## GRANTS AND COMMUNICATIONS COORDINATOR JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) is a multi-site, Federally Qualified Health Center (FQHC) serving Santa Cruz County residents. SCCH began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, 50 years later, we serve that same mission at our three clinic sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; the Live Oak Health Center serving everyone; and the Santa Cruz Mountain Health Center providing appropriate and expanded access to care for our patients in the San Lorenzo Valley.

Driven by our commitment to health care as a human right, SCCH is a leading non-profit provider offering comprehensive health services to our patients, regardless of their ability to pay. We have been recognized in the community as a leader in delivering high-quality, innovative care, and we are active in local, state, and national advocacy work that empowers our patients and community to be healthy, happy, and successful.

SCCH has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff works as a team to fulfill our mission so that all our patients have access to quality, whole-person health care.

Santa Cruz Community Health is seeking a dedicated and experienced Grants and Communications Coordinator to join our team. This position plays a crucial role in advancing our mission by supporting our communication and grant-related efforts related to our programs and services. The successful candidate will be passionate about healthcare as a human right and dedicated to promoting equality in all aspects of our work.

### **JOB SUMMARY:**

The Grants and Communications Coordinator (GCC) provides administrative and operational support in grant management and communications. This role involves researching and applying for grants, managing grant-related activities, and supporting the organization's communication and public relations efforts. The GCC works closely with the Grants and Communications team to help achieve the organization's goals and objectives.

**Reports to:** Grants & Communications Manager

**Classification:** Full-time, Hourly, Non-Exempt

**Language Requirements:** Bilingual English/Spanish Preferred

**Location:** Varies; Admin/Remote

**Pay Range:** \$26.00 - \$30.90/hour DOE

**Hours:** Flexible/Some Evening Hours

### **BENEFITS:**

Competitive compensation and benefits package are available to staff working at least 20 hours per week. Paid time off and paid holidays accrue from date of hire. Employer subsidized group health, dental, vision



and life insurance plans the first of the month after 30 days of employment. Automatic 2% enrollment in an Employer sponsored 401K plan with a 2% retirement match.

### **QUALIFICATIONS:**

- Bachelor's degree in a relevant field preferred but not required
- Strong written and verbal communication skills
- Bilingual English/Spanish, preferred
- Detail-oriented with excellent organizational and time management skills
- Proficiency in Microsoft Office, Canva, and MailChimp
- Familiarity with Customer Relations Management (CRM) software
- Basic knowledge of digital marketing tools and social media platforms
- Ability to work collaboratively in a team environment
- Strong research skills and an aptitude for data analysis
- Creativity in content creation and marketing materials

### **CORE JOB RESPONSIBILITIES:**

#### **ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

##### **Grant Management:**

- Identify potential grant opportunities from government agencies, foundations, and other sources.
- Research grant guidelines, deadlines, and requirements.
- Assist in preparing and submitting grant applications, ensuring compliance with application instructions.
- Maintain an organized grant calendar to track deadlines and progress.
- Support in gathering and organizing necessary information and data for grant proposals and reports.
- Help prepare and maintain records related to grant applications, including correspondence and documentation.

##### **Communication and Public Relations:**

- Assist in implementing communication and public relations strategies to promote the organization's mission and activities.
- Help maintain the organization's website, social media accounts, and other communication channels.
- Contribute to content creation, including drafting articles, blog posts, newsletters, and press releases.
- Assist in designing and producing marketing materials, such as brochures, flyers, and reports.
- Support media relations efforts and coordinate the distribution of press releases.
- Collaborate with the team to manage and analyze engagement data from communication initiatives.

##### **Reporting and Compliance:**

- Assist in ensuring compliance with grant terms and reporting requirements.



- Help prepare grant reports, including financial reports and impact assessments.
- Maintain records and documentation related to grant compliance and communication activities.

**Stakeholder Engagement:**

- Engage with donors, funders, and other stakeholders to provide information and updates about the organization's activities.
- Assist in cultivating relationships with donors to secure ongoing support.

**Event Support:**

- Support organizing fundraising events, workshops, seminars, or other events to raise awareness and funds for the organization.

**SANTA CRUZ COMMUNITY HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER (W/M/V/D)**