



COMMUNICATIONS AND ENGAGEMENT ASSISTANT - TEMPORARY 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 work as a team to fulfill our mission so that all our patients have access to quality, whole-person health care.

POSITION SUMMARY:

Under direct supervision of the Development and Communications Director, the Communications and Engagement Assistant (CEA) is responsible for supporting the execution of communication strategies and community outreach and engagement initiatives. This role will assist with creating content, organizing events, and fostering relationships with community members to enhance the organization's visibility and impact.

Reports to: Development and Communications Director

Classification: Temporary, Non-Exempt, Hourly

Language: Bilingual English/Spanish preferred

Location: Hybrid (Admin/Remote)

Hours: 8:00AM-5:00PM (Flexible)

Pay Rate: \$25.00 per hour

Evening and weekend shifts may be required as part of organizational staffing support.

ASSIGNMENT AND BENEFITS:

This is a grant-funded temporary assignment and is limited to 9 months. Temporary positions are not benefits-eligible however, the employee is entitled to 24 hours of Paid Sick Leave and automatic 2% enrollment in the employer sponsored 401K Plan and a 2% retirement match.



CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Communications:

- Create and schedule content for newsletters, social media, and the organization's website.
- Assist with writing press releases, blog posts, and other materials that highlight the organization's work.
- Help maintain consistent branding and messaging across all platforms.
- Track analytics and engagement metrics to evaluate the effectiveness of communication efforts.
- Other duties as assigned.

Community Engagement:

- Assist with the development and implementation of community outreach strategies.
- Support the planning and coordination of events, workshops, and meetings to promote the organization's programs and services.
- Help build and maintain relationships with community organizations, stakeholders, and volunteers.
- Gather community feedback through surveys, interviews, or focus groups.

Administrative Support

- Provide logistical support for events, including coordinating materials, setup, and follow-up.
- Maintain a database of community contacts, partners, and media outlets.
- Assist with volunteer coordination efforts, including recruitment and scheduling.
- Support the day-to-day operations of the Communications and Engagement team.
- Other projects as assigned.

QUALIFICATIONS:

Minimum 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 basic knowledge of digital marketing tools and social media platforms
- Ability to work collaboratively in a team environment
- Creativity in content creation and marketing materials



Skills & Knowledge:

- Experience working on computers and Knowledge of Microsoft Office software products.
- Knowledge of HIPAA regulations.
- Excellent verbal and written communication skills.
- Ability to work independently and to use good judgment.
- Ability to work effectively and harmoniously with co-workers.
- Possess empathy towards the needs of others with excellent leadership and coaching skills.
- Actively works to maintain a good working relationship and team approach with peers and coworkers.

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