

DONATE LIFE CALIFORNIA

Position Description

POSITION TITLE: Program & Communications Coordinator
FLSA STATUS: Exempt
REPORTS TO: Program Manager & CEO

JOB SUMMARY

Donate Life California is the state-authorized nonprofit organ, eye and tissue donor registry. The Program Coordinator will be a key team member who is responsible for organizing a variety of key activities and programs within Donate Life California. This includes the digital marketing strategy, events, stakeholder groups, and other programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communications
 - a. Manages the day to day social media platforms with a goal of growing followers, engagement, and conversions.
 - b. Develops content for the website site, social media, and newsletters.
 - c. Maintains and updates content on Donation Life California's multiple web properties.
 - d. Assist in the overall growing marketing and public affairs strategy.
- Event Coordination
 - a. Coordinates and assists in event planning ranging from roles at conferences, board meetings, legislative advocacy day, Donate Life Rose Parade Float, and more.
- Program Coordination
 - a. Manages the day to day updates to the Donate Life California registry including hotline and written requests. Will assist in the redesign process of the registry.
 - b. Assist with management of stakeholder and education groups along with the Program Manager.
- Additional duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be able to work a flexible schedule and travel as needed.

- Bachelor's degree (B. A. / B. S.) from four-year college or university or equivalent experience.
- One to three years of related experience and/or training.
- Experience managing an organizations online presence including social media and websites.
- Experience planning events of various size and type.
- Excellent computer skills, particularly Microsoft Office Suite, WordPress, and database experience.
- Excellent written and oral communications skills; experience and ability to write professional correspondence and communicate with senior officials.
- Experience writing, editing, and proofreading, at a professional or student publication level.
- Good attention to detail, organizational abilities and time management skills.
- Ability to work both independently and productively with small internal teams.
- Ability to handle information with the utmost discretion.
- Ability to read, write, and speak Spanish fluently is preferred.

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Certificates and Licenses:

- Valid California driver license
- Reliable transportation

Physical Demands:

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Compensation and Benefits:

Competitive salary depending on experience and benefits including medical, dental, PTO, and 401k.

Application Process:

Please send your resume and a cover letter to admin@donatelifecalifornia.org.

Donate Life California is an Equal Opportunity Employer. We seek qualified applicants without regard to race, color, religion, sex, sexual orientation or national origin.