

## **JOB DESCRIPTION**

### **Public Health and Outreach Program Coordinator**

#### **Mission**

The Hepatitis B Foundation (HBF) is a national nonprofit organization dedicated to finding a cure and improving the quality of life for those affected with chronic hepatitis B worldwide. We are committed to raising public awareness, promoting prevention, providing information and support to those affected, and funding hepatitis B research.

#### **Job Description**

The Program Coordinator reports to the VP, Public Health and Programs and support public health and outreach activities. The Program Coordinator spends about 60% of time in-office, and about 40% of time assisting with community events in Philadelphia. The Philadelphia component includes coordinating events, attending partner events and meetings, developing relationships and managing relationships with student groups, as needed. The Program Coordinator is responsible for coordinating the HBF weekly blog and monthly vlog, including writing, recording, editing, and working with guest bloggers. The Program Coordinator also coordinates and writes two monthly e-newsletters and maintains social media for specific HBF programs. The Program Coordinator will serve as a trained consult for responding to hepatitis B phone and email queries. The Program Coordinator also provides support for events as needed, including events on-site, and the annual Hep B United Summit in Washington, D.C.

#### **Qualifications**

1. Bachelor's or Master's degree in public health or similar field, with 2-years of experience working in the nonprofit arena. Writing experience required.
2. Excellent writing, communication and organizational skills, with the ability to work on multiple projects on deadline.
3. Experience using social media professionally and developing written content for blogs and newsletters.
4. Must have excellent computer skills and ability to manage web technology, including the ability to record and edit video.
5. Experience conducting community-based health education and working in diverse communities.
6. Self-starter, highly organized, ability to prioritize, multi-task, work within deadlines, and pay attention to detail.
7. Excellent interpersonal skills, finds satisfaction in being part of a team, helping others, and succeeds in a fast-paced environment.

#### **Major Areas of Responsibilities**

1. Coordinate, attend and evaluate local Philadelphia events, including community-based screening and education events;
2. Attend local partner events and meetings, developing and maintaining partner relationships, manage relationships with local student groups;
3. Conduct hepatitis B education and collect survey data at hepatitis B screenings;
4. Coordinate the HBF weekly blog and monthly vlog; write blogs; recruit and work with guest bloggers; write, record, edit and post monthly vlogs;
5. Coordinate and assist with writing monthly e-newsletters; assist with website updates as necessary;
6. Actively maintain, engage and grow social media for HBF programs and events;
7. Serve as trained consult for responding to hepatitis B phone and email queries;
8. Provide support for events as needed, including events on-site and the annual Hep B United Summit in Washington, D.C.;
9. Some weekend and evening hours will be necessary to fulfill program and event activities;
10. Ability to travel throughout Philadelphia and into Doylestown, PA is necessary.

*The Hepatitis B Foundation is an "At Will" and Equal Opportunity Employer*

**PLEASE SEND COVER LETTER, RESUME AND SALARY REQUIREMENTS TO [JOBS@HEPB.ORG](mailto:JOBS@HEPB.ORG)**