



<b>Position:</b>	Program Coordinator
<b>Hourly Salary:</b>	\$45,000
<b>Available Positions:</b>	1
<b>Status:</b>	Full Time
<b>Grant Funded:</b>	<b>July/1/2021 – 6/30/2023</b>
<b>CLOSING DATE:</b>	<b>7/30/21</b>

**Job Description:**

The Project Coordinator works closely with support staff, management and community leaders to help deliver projects efficiently. Manages the daily implementation of programmatic and administrative tasks, such as document and information distribution, report collation, staff coordination, and communications.

**Responsibilities:**

- Provide information and regular support to internal and external stakeholders, including project director and investigator.
- Serve point of contact for various working groups
- Develop in-depth understanding of project scope and particulars, which includes timeframes, financials, objectives, and related activities.
- Providing support to the Project Director and Investigator
- Ensure proper documentation of program activities
- Create, review, and present reports (related to activities, planning, and performance) to management, stakeholders, and support staff.
- Conduct staff and stakeholders meetings on a regular basis

**Job qualifications and requirements:**

- Advanced degree in a relevant field from an accredited university with experience in a leadership position, especially positions related to managing public health programs or social service initiatives.
- Experience managing, designing, implementing, and coordinating large-scale community outreach projects.
- Strong preference for candidates with expertise/experience in health systems strengthening, integrated health service delivery, public health and human capacity development among a wide array of health professionals in diverse cultural settings.
- Demonstrate diplomatic management and communication skills to liaise and advocate with government agencies, donors, thought leaders, and other key stakeholders, including other implementing agencies.
- Ability to write technical reports, program documents, and deliver presentations.
- Excellent oral and written communication skills in English.

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**Position:** Media Coordinator  
**Hourly Salary:** \$42,000  
**Available Positions:** 1  
**Status:** Full Time  
**Grant Funded:** July/1/2021 – 6/30/2023  
**CLOSING DATE:** 7/30/21

**Job Description** -The media coordinator oversees the execution of marketing and advertising campaigns for various broadcast, digital, and media outlets. Duties often include meeting with project management and support staff to create and execute a media outreach campaign related to program objectives and goals, preparing plans for media, organizing budgets, and negotiating the costs of advertising.

**Responsibilities:**

- Identify and pursue press opportunities.
- Develop content for broadcast, print, and online distribution channels.
- Negotiate with media channels to secure media/press agreements.
- Ensure that key messages align with program strategies.
- Serve as the organization's media liaison and formal spokesperson.
- Facilitate press conferences and briefings.
- Scan media marketplace to keep up-to-date on the latest media trends.
- Monitor all campaigns, and report on results.
- Create and/or manage the organization's social media profile and presence.
- Appropriately manage the organization's media budget, subject to supervisory oversight and approval.

**Job qualifications and requirements:**

- Bachelor's degree in communications/media or related (essential).
- Experience as a media coordinator or similar preferred.
- Expert at targeted communications and advertising campaigns across various media platforms.
- Understanding of SEO, web traffic metrics and social media best practices.
- Demonstrable experience with building effective media campaigns.
- Ability to develop appropriate broadcast, print and social media content.
- Ability to facilitate press conferences and briefings.
- Critical thinker with strong conceptual and creativity skills.
- Ability to work independently and as part of a team.
- Excellent interpersonal, verbal and writing skills.

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**Position:** Public Outreach Coordinator  
**Hourly Salary:** \$42,000  
**Available Positions:** 1  
**Status:** Full Time  
**Grant Funded:** **July/1/2021 – 6/30/2023**  
**CLOSING DATE:** **7/30/21**

**Job Description**-The outreach coordinator is responsible for a variety of tasks, which includes working with internal and external stakeholder groups to facilitate program public outreach goals. The Community Outreach Coordinator oversees the planning and implementation of outreach strategies in alignment with the developed outreach plan and program goals. Responsible for connecting people in the broader community through creating cross-sector partnerships and cultivating relationships with businesses, individuals, and other relevant organizations, and working directly with community partners and ambassadors.

**Responsibilities:**

- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other related opportunities.
- Prepare and submit regular budgets for community outreach activities.
- Maintain and develop collaborative partnerships.
- Prepare accurate records and reports on the goals and performance of the outreach plan.
- Lead and assist in the organization of special events.

**Job qualifications and requirements:**

- Bachelor's degree in communications, marketing, business, or related fields.
- Experience working within non-profit fundraising or outreach activities is preferred.
- Outstanding written communication and presentation skills.
- Strong experience preparing reports.
- Detail-orientated with the ability to manage multiple projects at a time.

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**Position:** Data Clerk  
**Hourly Salary:** \$30,000  
**Available Positions:** 1  
**Status:** Full Time  
**Grant Funded:** **July/1/2021 – 6/30/2023**  
**CLOSING DATE:** **7/30/21**

**Job Description-** Oversee data collection and record keeping, which includes imputing information and submitting reports; compiling, organizing, and reviewing program documentation; assisting with budget management; and other clerical duties assigned.

**Responsibilities:**

- Prepare, organize, and submit documents and reports in a timely manner
- Review documents to ensure accuracy and compliance with program requirements, and resolve discrepancies in information and obtain further information for incomplete documents.
- Create and/or ensure data and documentation backups as part of a contingency plan
- Respond to information requests from authorized members.
- Work with staff and Information and Technology to resolve system issues, and ensure software and systems are updated.
- Assist staff and management with preparing presentations and composing materials.
- Other clerical duties assigned.

**Job qualifications and requirements:**

- Computer literacy and familiarity with various computer programs such as Microsoft Office, PowerPoint, and Excel.
- Capacity to process information, and receive training on new software, computer programs, and related services.
- Attention to detail.
- Grammar proficiency

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