



The following new position will begin on or after May 8, 2017:

COMMUNICATIONS COORDINATOR – Full-time

The Communications Coordinator will be responsible for providing professional administrative support to the Counseling & Support (CS) management team, managing the Indian Health Board's (IHB) online presence, creating promotional materials, coordinating IHB's calendar events with the urban American Indian and local communities, and supporting IHB's communication campaigns with the public.

Other essential duties include:

- Provide logistics support for CS meetings and IHB public events
- Support preparation of reports, presentations, surveys, and customer service feedback
- Arrange purchase requisitions for travel, continuing education, office & therapy supplies
- Serve as a resource for people requesting information about IHB
- Represent IHB at neighborhood and community events, health fairs and conferences and be active in community outreach, marketing of services and IHB's branding
- Oversee IHB's Marketing/Communications plan and calendars, provide guidance with IHB's website, social media, advertising etc. to support IHB's strategic plan

Minimum Qualifications:

- Bachelor's degree in communications or related field
- Proficient with WordPress, MailChimp or similar platforms, Google Analytics, time/project management platforms, Microsoft Office
- Proficient with Facebook, Twitter, and others, and coordinating communication across platforms
- Marketing, outreach and/or communications experience in the American Indian community

We offer an excellent benefits package to include medical/dental insurance, paid PTO and holidays, LTD, 401K, and a competitive salary.

If interested please forward your cover letter and resume to:

C. Fields – Communications Coordinator Position

Indian Health Board-Mpls

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