



NORTH CAROLINA ALLIANCE FOR HEALTH

GRASSROOTS COORDINATOR

The North Carolina Alliance for Health (NCAH) is an independent, nonpartisan statewide coalition of individuals and organizations that convenes and mobilizes partners to advance equitable health policies that promote wellness and prevent obesity and tobacco use. The Grassroots Coordinator will be responsible for membership engagement and grassroots organizing, capacity and partner building, developing educational materials, and coordinating and conducting advocacy trainings to support NCAH's tobacco use prevention and obesity prevention campaigns. The Grassroots Coordinator will report directly to the Executive Director and will work closely with NCAH contractors and broad coalition membership. This is a full-time, grant funded position. Funding is available through the fall of 2019. Employment after this period is contingent on additional funding and job performance.

Responsibilities

- Select, recruit, and engage coalition members and grassroots advocates across the state
- Develop and maintain relationships with key partners critical to the achievement of NCAH's mission
- Assist with the development of campaign strategies
- Develop grassroots strategies with NCAH partner organizations, including coordinating communication, education, and outreach efforts
- Develop educational materials, factsheets, infographics, social media campaigns, and other resources for NCAH's policy campaigns
- Draft content and manage the NCAH website and social media accounts
- Lead advocacy trainings
- Assist with the planning and coordination of NCAH committee meetings and attend committee meetings
- Develop and maintain relationships with media contacts
- Assist with the development of NCAH's communication plan
- Assist with grant research, writing, and management and fundraising activities
- Serve as the spokesperson for NCAH in the absence of the Executive Director

Qualifications

- Bachelor's degree or equivalent experience
- At least 2 years of experience coordinating grassroots for issue advocacy campaigns
- Outstanding people skills and proven capacity to work effectively in teams of diverse people and organizations
- Excellent writing and editing skills
- Grant writing and management experience
- Demonstrated social media campaign experience
- Highly self-motivated and directed
- Strong organizational, communication, computer, problem-solving, and analytical skills
- Physical requirements include sitting, talking, and listening for several hours per day, the ability to spend many hours on the telephone and working at a computer, frequent driving to meetings across the state, and some night and weekend work with occasional long hours
- Wordpress development, tobacco control or obesity prevention, and fundraising experience strongly preferred

To apply please send a cover letter, resume, writing sample, social media/infographic sample, and references to admin@ncallianceforhealth.org with "Application for Grassroots Coordinator position" in the subject line no later than 5pm on Wednesday, September 12.