



Center for Health Innovation
**Public Health
Institute**

We're Hiring!

**Communications & Marketing
Coordinator**

Location: Remote
Employment Type: Full-Time, Non-Exempt
Reports To: Chief Executive Officer

How to Apply:
Submit a letter of interest, resume, and application to
Joyce Rico at jrico@chi-phi.org

<https://chi-phi.org/careers/>

Position open until filled

Share this opportunity with your network!



The Center for Health Innovation-Public Health Institute is seeking candidates for a full-time, non-exempt Communications & Marketing Coordinator.

Key Responsibilities

- Develop, coordinate, and implement communication and marketing strategies and materials
- Manage and update social media platforms, website content, and public information materials
- Support community outreach and engagement initiatives
- Assist with preparation of reports, presentations, newsletters, and promotional materials
- Maintain brand consistency across all communications
- Track and report on communication and marketing activities and outcomes
- Provide administrative support related to communications and marketing functions

Minimum Qualifications

- Bachelor's degree in Communications, Marketing, Public Relations, or a related field; relevant experience may substitute for education
- Strong written and verbal communication skills
- Experience using social media platforms and digital communication tools

- Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint)
- Ability to work independently, manage multiple priorities, and meet deadlines

Preferred Qualifications

- Experience in community outreach, public health, or nonprofit organizations
- Graphic design or content creation experience
- Familiarity with website management and social media analytics
- Bilingual (English/Spanish) preferred

Compensation & Benefits

Salary and benefits are competitive and commensurate with experience. Benefits include paid leave, health insurance, retirement plan participation, and other organizational benefits.

How to Apply

Interested candidates should submit a completed application, resume, cover letter, and any required supporting documentation.

Help Us Spread the Word: Feel free to share this opportunity with your networks, friends, and colleagues!

JOB DESCRIPTION

Position: Communications & Marketing Coordinator

Department: Administration

Reports to: CEO

Date Issued: 4/2/2026

Date Reviewed/Revised:

Date of Board Approval:

Job Classification: Hourly

POSITION SUMMARY

The Communications and Marketing Coordinator is responsible for the coordination, systems planning, and implementation of all CHI-PHI social media, print media, internal and external communication projects, oversight of events, and other such activities. The Communications and Marketing Coordinator determines, with supervision from administration, CHI-PHI's KPIs for marketing and communications outreach, and collaborates with internal and external partners to monitor and reach outcomes. Outcomes should advance community level awareness or programs, positive perception, partnerships and engagement, and financial support to CHI-PHI.

The delivery of quality service and positive interaction with our community members and partners is critical to this role, thus the employee is responsible for establishing and maintaining interpersonal relationships with CHI-PHI partners, employees, contractors and community members in a courteous, respectful and professional manner.

DUTIES AND RESPONSIBILITIES

1. Write, edit, and review public relations materials including print and digital materials, key messages, speeches, presentations, and other messaging to the public and community which reflects and adheres to CHI-PHI's branding and values.
2. Promote CHI-PHI at the local, state and federal levels by coordinating strategic communications and marketing efforts, including timely writing and circulation of memos, press releases, articles, etc., while maintaining positive media relations.
3. Maintain, with support from administrative staff, a contacts database, including media contacts, dates and deadlines, and partner contacts.
4. Develops, with support from administrative staff, CHI-PHI marketing and communications evaluation long and short-term goals and metrics, supports in the retrieval of KPI data for periodic review, and interprets metrics outcomes for performance improvement opportunities.
5. Select appropriate media for disseminating information (e.g., newsletter, listservs, e-mails, brochures, posters) and coordinate text for selected media type. Proactively support program staff to utilize media and to appear in various forms of media including print, web, online, blogs, podcasts, tv, radio, etc.
6. Graphic design support for CHI-PHI print and online media, and website, with strict adherence to branding guidelines.

7. Maintain brand control (e.g. logo, tagline, style, colors, messaging, etc.) for CHI-PHI and its various service lines for all outgoing communications: print, Internet, etc., and assurance that all program materials are in adherence to these guidelines.
8. Website management and content development (using the WordPress content management system) for www.chi-phi.org. This includes continual update and maintenance to the full library of content, events, staff and contacts, and troubleshooting for technical support, and for implementing user experience improvements. This may include support for sites and pages of CHI-PHI partner organizations.
9. Edit communications materials written by CHI-PHI staff and ensure all communications adhere to the organization's style/branding guide and that language is in adherence to CHI-PHI approved tone.
10. Work with vendors, including website developers, graphic designers and print companies to complete tasks and deliverables.
11. Acts a thought partner and leader in communications and marketing strategic planning to advance the overall organizational outcomes of CHI-PHI as a whole, and of its individual programs.
12. Adherence to all CHI-PHI policies and procedures.

MINIMUM QUALIFICATIONS

- Bachelors' degree in journalism, communication, or related field. Experience may be substituted for education.
- Five-years' experience and demonstrated success in communications or marketing, specifically in NPO or start-up marketing.
- Experience using and/or knowledge of a range of social media platforms including Facebook, Instagram, Snapchat, X, TikTok, Reddit, YouTube, Twitch, and others to connect with diverse audiences.
- Exceptional writing and editing skills, including the ability to write for a variety of audiences and communications mediums. Sample of writing may be requested.
- Excellent interpersonal and collaboration skills which enable the ability to work effectively both independently and as part of a team, and to represent CHI-PHI professionally.
- Ability to maintain confidential information, wherein program details and CHI-PHI details may be shared that are not public information.
- Ability to conduct thorough, high-volume research through interviews, file search, web search, and other means as appropriate, and assemble information for effective written or spoken formats.
- Proficient use of Microsoft Office applications [Word, Excel, PowerPoint, Outlook] and familiarity with the following Microsoft applications [OneDrive, SharePoint, Access].
- Experience using Canva for design.

DESIRED QUALIFICATIONS:

- Ability to write in HTML, CSS, and Markdown languages for website design
- Knowledge of database design schemas
- Creative and self-motivated.
- Bilingual preferred

- Tribal or Indigenous Preference

PHYSICAL DEMANDS

- Occasionally prolonged sitting/standing.
- Occasionally lifts supplies/equipment up to 50 lbs.

WORKING CONDITIONS

- Dynamic, fast-paced working environment.
- Offices are hybrid or fully remote, depending on the location of the staff member.
- Occasional travel.
- Use of personal vehicle and personal cell phone may be required.
- High value is placed on a healthy work environment. Staff are encouraged to set personal boundaries and clearly communicate them to others.

BENEFITS

- 70 Hours of Paid Sick Leave
- 13 Paid holidays + 1 Flex Holiday
- At Least 160 hours of PTO Annually, more with accrual rates.
- Dental, Vision, Health, Accident, Life, Long-Term Disability, Short-Term Disability Insurance
- Retirement Plan

CHI-PHI Job Description Acknowledgement Form

I have read the attached position description for Communications & Marketing Coordinator and fully understand the requirements set forth therein. I am able to perform the essential functions listed under Duties and Responsibilities with or without accommodations. I agree to abide by the requirements set forth and will perform all duties and responsibilities outlined therein.

Employee Signature

Date

Supervisor Signature

Date



CENTER FOR HEALTH INNOVATION APPLICATION FOR EMPLOYMENT

The Center for Health Innovation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by applicable law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ___Yes ___No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
___Yes ___No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ___Yes ___No

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Are you currently employed? ___ If so, may we contact your present employer? _____

REFERRAL SOURCE

How did you hear about us? Walk In Advertisement Referral Other

Have you ever worked for this company before?
___Yes ___No Explain _____

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer Name	Telephone

Job Title	Address
Immediate supervisor and title	Summarize the nature of work performed and job responsibilities
Reason for leaving	

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Center for Health Innovation to hire me. If I am hired, I understand that Center for Health Innovation can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Center for Health Innovation has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Center for Health Innovation true and complete information on this application. No requested information has been concealed. I authorize Center for Health Innovation to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID FOR 60 DAYS FROM THE DATE ABOVE.