

# **Feminist Women's Health Center Job Announcement Community Engagement Coordinator**

**REPORTS TO: Community Services Director**

*The Feminist Women's Health Center provides accessible, comprehensive gynecological healthcare to all who need it without judgment. As innovative healthcare leaders, we work collaboratively within our community and nationally to promote reproductive health, rights and justice. We advocate for wellness, uncensored health information and fair public policies by educating the larger community and empowering our clients to make their own decisions.*

## **Responsibilities:**

- Recruit, orient, and engage supporters, interns, and volunteers into grassroots advocacy activities; training, intern, and volunteer programs; special projects, and committees.
- Proactively identify and encourage growth and leadership opportunities for volunteers including developing internal programs to provide training, education, and recognition for volunteers.
- Strategically align volunteer skills, talents, availability and ability with organizational needs.
- Assist with identifying key constituencies or community partners and cultivating partnerships in support of reproductive rights, health and justice.
- Maintain files and ensure timely data input of volunteer, intern, and legislative records.
- Plans and implements volunteer engagement activities such as weekly advocacy days (Jan-April), volunteer nights, film forums, phonebanks, trainings, tables, events, and other activities.
- Trains volunteers and supporters on the advocacy process, tabling & outreach, reproductive rights, health and justice issues, grassroots fundraising, etc.
- Represents FWHC (as well as other team members) in legislative coalitions, community events, tables, speaking engagements, and other functions as deemed appropriate by Supervisor.
- Write up-to-date related content for website, social marketing sites, alerts, listserve messages, action kits, etc. and produce and create advocacy & volunteer listserve messages.
- Assist Supervisor to ensure that department fundraising goals are met, including coordinating volunteers on grassroots fundraising events and working on volunteer-related grant proposals.

## **QUALIFICATIONS:**

- Bachelor level degree preferred. Two or more years of relevant work experience is required.
- Familiarity with and commitment to reproductive health, rights, and justice issues is required.
- Familiarity with lobbying or community organizing needed.
- Excellent organizational and communication skills, including writing and computer skills.
- Attention to detail is a must. Public speaking ability a plus.
- Ability to work independently on multiple, simultaneous projects and meet deadlines.
- Ability & willingness to accommodate a flexible schedule, including some nights & weekends.
- Must have access to a reliable automobile and a driver's license.
- Upbeat, positive, personable, and ability to relate well with diverse people and age groups.

**Please submit a COVER LETTER and RESUME to:**

**Feminist Women's Health Center  
Attn: Human Resources Department**

**1924 Cliff Valley Way**

**Atlanta, GA 30329**

**Fax: 404-417-0878**

**[emilyd@feministcenter.org](mailto:emilyd@feministcenter.org)**

***Feminist Women's Health Center is an Equal Opportunity Employer***