

Premier Community HealthCare Group, Inc.
Job Description

Job Title: Graphics and Communications Coordinator
Department: Administration
Reports To: Communications Manager
FLSA Status: Non-Exempt/Full-Time
Prepared Date: 01/2018 **Revised:** 7/19/20119
Approved By: Chief Executive Officer (CEO)

SUMMARY: To create consistent and meaningful communications content for Premier through digital and print media. Support the organizational marketing and communication efforts in accordance with the mission, vision and core values.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following; other duties may be assigned:

1. Design digital and print content in alignment with rolling campaigns.
2. Social media content management
 - a. Design and execute digital banners, site headers, email campaigns, social media campaigns. (Facebook, Twitter, LinkedIn Constant Contact).
 - b. Responds reactively and engages proactively social media channels ensuring brand voice and high level of responsiveness.
3. Website Content Management
 - a. Maintain website with current copy, images, campaigns, and calendar events.
4. Assist with execution of health center events and campaigns.
 - a. Create event branding components.
5. Provide communication material support.
 - a. Supports planning and implementation of team member and community outreach events, such as town halls, trade shows and open houses, also coordinating and preparing materials such as presentations, videos, handouts etc.
6. Travel Expectation.
 - a. Occasional travel to health center sites, vendors and community partners.
 - b. Comply with PCHG's motor vehicle safety program.
 - c. Use of own automobile for local travel.
 - d. Valid driver's license and automobile in good repair.
7. Ensure patient confidentiality and EMR security at all times.
 - a. Maintain patient information within HIPAA.
8. Keep other Care Team Members informed when situations occur that disturbs timely patient flow through site.
9. Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement/Quality Assurance (QI/QA).

SUPERVISORY RESPONSIBILITIES: None

GENERAL DEVELOPMENT:

1. Maintains a professional relationship and positive attitude with co-workers, the public, patients and the entire organization.
2. Maintains the highest professional and work ethics.
3. Displays enthusiasm toward the work, mission and vision of the organization.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Associate degree in Communications, Graphic Design, Marketing, or related field, and 2 years of related experience.
2. Strong working knowledge of Adobe InDesign, Photoshop, Illustrator, Word Press or comparable software.
3. Computer proficiency in Windows/ IOS Operating System: MS Word, Excel, PowerPoint, Outlook.
4. Firm grasps of available tools and platforms in the social media space.
5. Excellent planning, scheduling, and organizational skills.
6. Moderate photography and video skills.
7. Ability to Ability to work within a team as well as independently.
8. Ability to meet deadlines and/or targets.
9. Basic understanding of medical terminology and documentation.
10. Ability to use basic mathematical skills.
11. Able to perform repetitive tasks.

COMMUNICATIONS SKILLS:

1. Exceptional Customer Service skills.
2. Ability to communicate effectively, verbally and in writing.
3. Excellent grammar, spelling and interpersonal skills.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to preform the essential functions.

1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
2. Ability to sit for long periods of time.
3. Direct exposure to computer screen.
4. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

CARE TEAM MEMBER PRINT NAME

DEPARTMENT

CARE TEAM MEMBER SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE