Communications Coordinator

Consumers for Affordable Health (CAHC) is a dynamic Maine-based nonprofit dedicated to improving access to affordable, quality, and equitable health care for all people living in Maine. With a small but resolute staff, we help consumers tackle issues in health coverage, develop policy initiatives to improve access to care, and strive to improve health equity in our state. We need a skilled public relations professional to raise our visibility, promote our programs and services, and advance this timely, critical agenda.

About Consumers for Affordable Health Care
CAHC functions as Maine’s Health Insurance Consumer Assistance Program. We provide assistance to Mainers regarding health insurance matters, including public and private health insurance options, help consumers apply for and enroll in coverage, appeal coverage denials, and link people to programs and other resources when there are gaps in coverage. CAHC also engages in robust advocacy at both the state and federal level to improve access to affordable, quality health care for all people living in Maine. You can learn more about CAHC at www.mainecahc.org.

Opportunity
The Communications Coordinator will play a vital role in shaping and implementing CAHC’s messaging. Qualified candidates must be passionate about improving access to affordable health care and dedicated to racial justice, equity, diversity, and inclusion. Working closely with CAHC’s staff, board of directors, partners, and other stakeholders, the Communications Coordinator will manage CAHC’s communications strategy and media relations, promote its mission, and finalize public communications materials, across both traditional and social media.

The Communications Coordinator must be able to multi-task, be flexible, and work under deadline pressure. In addition, the Communications Coordinator must be able to work both independently and collaboratively as part CAHC’s team and with various coalition partners. Qualified candidates will have the experience necessary to build upon existing partnerships and develop new allies in order to advance CAHC’s goal of improving access to affordable health care for everyone in Maine.

Expectations
The Communications Coordinator must be able to:

- communicate skillfully, including writing quickly for many different audiences and platforms;
- integrate complex information from multiple sources into consumer-friendly content such as press alerts and releases, consumer stories, op-eds, letters to the editors, website blog posts, social media, emails, and educational material;
- elevate CAHC’s visibility online, bringing professional experience and perspective to our digital and social media communications;
- understand and utilize consumer voices as a means to expose barriers to health care or identify the benefits of CAHC’s policy initiatives;
- update and maintain CAHC’s media list and build strong relationships with members of the media, including reporters and editorial boards;
- track and document communications activities, including outreach to the media, social media and website interactions.
ADDITIONAL USEFUL SKILLS

- Creation of multimedia materials for use in public education and/or advocacy
- Basic understanding of HTML (or similar) web platform
- Basic graphic design skills, knowledge of design theory and health literacy
- Website revisions and updates
- Experience utilizing databases, including Salesforce
- Understanding of Office 365 and SharePoint

COMPENSATION & BENEFITS

This is a salaried position with a starting salary range of $49,000-$56,000 based upon individual experience. CAHC offers excellent benefits including vacation, personal, and sick leave, paid holidays, individual employer-provided health and dental insurance, and retirement plan with employer match.

LOCATION

CAHC’s office is located in Augusta, Maine. Currently staff are working both remotely and in-person at our office. A remote work schedule may be considered with the understanding that the Communications Coordinator will be based in Maine and that some time in the office will be required, along with occasional travel within the state to accommodate certain communications related activities.

APPLICATION PROCEDURE

To apply, please submit a cover letter (no more than 500 words) and resume to vmcauslin@mainecahc.org using “Communications Coordinator Job Posting” as the subject line.

Your cover letter should explain why you are interested in the position and provide specific examples of how you satisfy the skills and experience we seek. We also invite applicants to include information about how their background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and work.

CAHC is an equal opportunity employer. We value and encourage a diverse workforce and inclusive culture. CAHC encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.

HIRING TIMELINE

Application deadline: December 22, 2022. We will contact you if we are interested in moving your application forward and anticipate filling the position by the end of January 2023.

ADDITIONAL JOB INFORMATION

Providing a salary range is a practice that models transparency and is one recommended strategy for advancing equitable compensation.

- Salary/Wage: $49,000-$55,000 DOE
- Job Type: Full-Time
- Start Date: ASAP
- Region: Augusta area with potential to work remotely within the state of Maine