Employment Opportunity

Marketing & Outreach Coordinator

Full time position for enthusiastic individual with strong communication and critical thinking skills to lead marketing and outreach services for the health department including event coordination/promotion, social media presence, and web-based content.

**Hours:** Full time, Monday - Friday 8 a.m. – 4 p.m. / 35 hours per week with full benefits.

**Annual Salary:** $42,588.00 ($23.40/hr) - $44,099.00 ($24.23/hr)

**Minimum Requirements:** Requires a Bachelor’s Degree in applicable field and has excellent written and verbal communication skills, plus one year of experience working to develop and implement marketing strategies and outreach and engagement programming.

**General Duties and responsibilities:**
- Lead agency-wide social media promotions and marketing as directed, lead JCHD-Public Relations Committee, monitor and update website content, and support agency press needs.
- Assist all agency staff through marketing and outreach support, promotion of programming, content creation, special events, and other public health related activities.
- Creation and implementation of agency marketing goals and objectives for the strategic plan.
- Design and disseminate public health materials (fliers, data reports, infographics, publications, etc.)
- Assist in planning and implementation of public health activities focused on a variety of topics (i.e. health education, environmental health, HIV/STD, nursing, and other programming).
- Participate in the dissemination of public health materials; Incorporate ethical standards of practice into all interactions, including the use of data and information.
- Interact effectively and professionally with all persons regardless of age, cultural, socioeconomic, educational, racial or ethnic background, sexual orientation, lifestyle and physical ability. And respect the cultural, language and religious practices of others.

To apply, complete the application located on the Jackson County Health Dept website – jchdonline.org and then select careers. Drop off or email your application and résumé to:

Human Resources, Jackson County Health Dept., P.O. Box 307, Murphysboro, IL 62966 or e-mail to heatherm@jchdonline.org.

Applications are being accepted thru August 28, 2023* (Due to a high volume of applications, positions may close prior to the advertised closing date).

JCHD is an Equal Employment Opportunity/Affirmative Action employer
We are committed to providing reasonable accommodations to individuals with disabilities in the employment application process. Candidates who need an accommodation due to a disability for any part of the application or hiring process should contact Human Resources at (618) 684-3143, ext. 102.

**Jackson County Health Department**

*Promoting Health, Preventing Illness, Protecting our Environment, and Preparing for Emergencies*