

Job Classification: Exempt, Full-Time

**This is a three year grant funded position

As with other Cover Kansas Navigator staff positions, funding for the position is dependent on continued federal Navigator Grant funding beyond 2024.

Reporting Relationship: Director of Healthcare Transformation

Schedule: Monday through Friday, 8:00 am to 5:00 pm (or similar schedule)

Who We Are: Community Care Network of Kansas

Community Care Network of Kansas (Community Care) strives to make sure all Kansans have access to high-quality, community-based, whole-person health care close to home.

We are a statewide association made up of a network of Community Care clinics. Our members serve as the community resource at the local level, dedicated to ensuring the best medical, dental and behavioral care is available to all.

Together, we are leaders in health care training, technical assistance, and public policy discussions at the local, state and federal levels. We collaborate with other health care providers, foundations and individuals who collaborated to educate and advocate for equitable access to high-quality care for all. We believe healthy Kansans build strong and vibrant communities, which strengthens the overall quality of life in our great state.

Primary Accountabilities:

The Communications Coordinator is responsible for developing and implementing marketing and communications strategies as well as developing and revising print materials, website and social media for the Cover Kansas Project. These strategies will advance Cover Kansas efforts to raise awareness of our member clinics, the services they provide and patients they serve; identify and share resources related to health insurance marketplace enrollment; and promote positive public image among Community Care's various audiences. This position may also work with the Director of Communications and Governmental Relations to address overall communications strategies for Community Care.

Major Duties:

Print Materials

- Manages, creates, produces, and disseminates printed publications for awareness, education, and administration purposes to promote Cover Kansas Project (such as quarterly newsletter, brochures, and event postcards/invitations).
- Works with Business Manager in compiling member information to include and publish in the annual member directory.
- Supports the development and execution of identity and collateral materials for the Cover Kansas Navigator Project.
- Creates and coordinates production schedules and maintains ongoing relationships with printers and mail houses.

Electronic/New Media

- Collaboratively manages and coordinates creation and update of web-content; responsible for content-related protocols to keep web site up-to-date related to Cover Kansas Project.
- Coordinates media contacts with Director of Communications and Legislative Affairs, as needed for Cover Kansas Project.



- Works with external IT company to ensure ongoing improvement of website, including phased updates and redesigns related to Cover Kansas Project website.
- Develops and distributes weekly e-newsletter as needed to keep Navigators informed.
- Assists with organization-wide e-communications support
- Collaborates with Director of Communications and Legislative Affairs to support Community Care's social media participation
- Assists with monitoring Community Care's online reputation.

Media Relations

- Collaborates with Cover Kansas Project Specialist to promote the Cover Kansas Navigator Project.
- Assists Director, Communications and Government Relations with press events, related to the Kansas Marketplace and Cover Kansas.
- Writes and distributes press releases.

Other Duties as Requested

- Assists staff in proofing & editing documents as requested.
- Assists Director, Communications and Government Relations and Chief Executive Officer, as needed.
- Participates as an active member of the Community Care team by developing an overall breadth of knowledge involving all of the Community Care activities and by working together to develop cooperative programs when possible.
- Performs duties as needed to comply with the Navigator Grant.
- Perform all other duties assigned by management.

Qualifications:

- Bachelor Degree, preferably in Marketing, English/Journalism, or a related communications field.
- One to two (1-2) years of direct marketing, communications, media or public relations experience.
- Passion and commitment to improving health and social justice; experience working in/with a community health center or other non-profit clinic environment preferred.
- Proficiency with Windows operating systems and Microsoft Office suite; ability to learn additional software applications.
- Strong interpersonal skills and ability to build relationships with staff, board members, external partners, legislators and state officials, and funders.
- Forward thinker and innovator who actively seeks opportunities, proposes solutions, and is motivated to continually improve.
- Excellent communication skills (writing, editing and public speaking) to transfer complex and technical information in a clear and concise manner.
- Detail oriented, strong work ethic, and ability to simultaneously manage multiple priorities in a dynamic, multi-faceted, fast-paced work environment.
- Ability to utilize independent judgment and discretion to create, modify, and/or monitor projects to best meet the needs of Community Care and its members, including creation and implementation of work plans, achievement of program goals/objectives/performance measures and production of high-quality deliverables.

Physical Demands:

- Regularly maintain stationary position with regular need to relocate to attend meetings internally and externally.
- Ability to read computer screens and operate computer peripherals for an extended period or the ability to discern electronic information through reasonably available accommodations.
- Regularly communicate with staff, members and stakeholders in verbally and in writing through in-person, virtual, or other communication vehicles.
- In-State travel as required.

Work Environment:

- Professional, fast-paced and deadline-oriented environment in an office setting with regulated temperatures and moderate noise level.

Additional Duties:

Additional duties and responsibilities may be added to this position description at any time. The position description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow Community Care policies and procedures and maintain a professional personal appearance and workspace. Employees are required to follow any other position-related instructions and to perform any other job-related responsibilities as requested by the employee's supervisor.