

# California State University, Fresno Foundation

## COMMUNICATIONS SPECIALIST – SAN JOAQUIN VALLEY PUBLIC HEALTH CONSORTIUM

JOB ANNOUNCEMENT #22-286

<p><b>POSITION SUMMARY:</b></p>	<p><b>Full-time, benefited position (based on available grant funding) with San Joaquin Valley Public Health Consortium through the California State University, Fresno Foundation.</b> The San Joaquin Valley Public Health Consortium (Consortium) is a membership organization composed of eleven Public Health Departments – Calaveras, Fresno, Kings, Madera, Mariposa, Merced, San Benito, San Joaquin, Stanislaus, Tulare and Tuolumne Counties. The Consortium provides leadership for a regional health agenda that addresses the social determinants of health in the San Joaquin Valley and adjoining mountain communities with an aim to achieve health equity for all residents. In partnership with Central California Center for Health and Human Services at California State University, Fresno, the Consortium engages in strategic planning, training, action-oriented policy development and research to improve the quality and responsiveness of public health programs in the Central California region. This position is a full-time benefited (based on available funding) Foundation non-exempt position.</p> <p>The Communications Specialist is responsible for all communications, media relations, and the creation and dissemination of communication materials for the San Joaquin Valley Public Health Consortium. This position creates, manages, and implements materials, media updates, works closely with the College of Health and Human Services, Communication Specialist and University Communications as appropriate. Work is performed autonomously under general supervision and requires regular exercising of judgement and discretion to interpret policies and procedures and objectives. As an employee of the California State University, Fresno Foundation, Central California Center for Health and Human Services, the Communications Specialist reports to the Consortium’s Director.</p>
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p>	<p>Under the supervision of the Director, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Create materials and other forms of communication, including electronic materials for social media and website.</li> <li>• Create marketing and promotional materials, both print and electronic to highlight the activities and accomplishments of the Consortium.</li> <li>• Copy, edit, proofread, and revise communications.</li> <li>• Work closely with CHHS Communications Specialist and University Communications on press releases and other communication projects.</li> <li>• Collaborate with the Consortium Director on the design and content of print, electronic and web-based materials to maximize impact.</li> <li>• Work with Media organizations and county Public Information Officers as assigned.</li> <li>• Independently manage multiple, concurrent assignments, working successfully to complete projects on time.</li> <li>• Analyze and select pertinent facts and integrate them into a communication vehicles.</li> <li>• Identify, develop and execute communications strategy for key stakeholders, including community members and Consortium members.</li> <li>• Appropriately handle sensitive and confidential information.</li> <li>• Other duties as assigned.</li> </ul>
<p><b>POSITION REQUIREMENTS:</b></p>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree required, preferably in Journalism, Public Relations, Public Health or related field.</li> <li>• At least two (2) years progressively responsible professional experience in Journalism, communication, and/or Public Relations.</li> <li>• Experience working in a college, university, research, or public health setting preferred.</li> <li>• Knowledge of health, medical terminology and the broad determinants of health, equity issues, and health messaging</li> </ul>

	<ul style="list-style-type: none"> <li>• Working knowledge of and the ability to apply standard theories, practices, principles, and techniques related to communications in the areas of public affairs, media and marketing.</li> <li>• Working knowledge of copyright and other applicable laws pertaining to publications and the media.</li> <li>• Extensive proofreading skills.</li> <li>• Excellent problem-solving skills.</li> <li>• Advanced level competency and skills utilizing standard office software including Word, Excel, email, and Internet usage.</li> <li>• Demonstrated ability to develop, create and edit electronic/multimedia/social media and Web content.</li> <li>• Flexibility, an orientation to detail, ability to work effectively in a fast-paced environment while maintaining a high level of accuracy, excellent verbal and written communication skills, organizational skills, and analytical and problem-solving abilities.</li> <li>• Correct English grammar usage, spelling, punctuation and proofreading.</li> <li>• Documented ability to work well with people from various organizational levels within a given organization.</li> <li>• Proven ability to work congenially and effectively with members of the community.</li> <li>• Ability to adapt quickly to changing priorities.</li> <li>• Establish and maintain professional and collaborative relationships with a diverse population of colleagues, faculty, staff, students, research partners, Consortium stakeholders and the community.</li> <li>• Exceptional interpersonal skills, including strong public speaking, listening and interpretive skills.</li> </ul>
<b>COMPENSATION:</b>	<b>\$3,466.66 per month.</b> Benefits include health, dental, vision, 401(K), and life insurance, vacation, sick and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins March 1, 2022; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date