



SENECA COUNTY GENERAL HEALTH DISTRICT

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Visit us on the web: www.senecahealthdept.org

Anne Goon, MS, RD, LD, Health Commissioner

POSITION POSTING

POSITION: Health Educator 2 - Full Time (35 hours/week)

POSITION SUMMARY:

The health communications specialist position is responsible for planning and coordinating the Health District's health communications efforts to 1) inform and educate staff, Board, and public about public health issues and functions, and 2) promote the Health District and its programs and services.

ESSENTIAL DUTIES (See position description for more details):

- Promotes the Health District and its programs and services by serving as the Public Information Officer.
 - Coordinates health communications efforts to inform and educate staff, Board, and public about public health issues and functions, in compliance with accreditation standards;
 - Develops, maintains, and implements agency non-urgent and urgent communications plans, and related templates;
 - Coordinates agency efforts to market services and functions provided by the agency;
 - Designs, prepares, and issues communication and promotional materiel on health-related topics in multiple formats for distribution to appropriate outlets within the community, including Annual Report, press releases, and news articles;
 - Serves as District webmaster and collaborates with staff to maintain Health District website and social media.
- Plans, implements, and evaluates public health programs and activities as assigned.
- Serves as a Health District liaison in the community by participating on coalitions, committees, and task forces.

QUALIFICATIONS:

- Bachelor's degree in communications, journalism, health communications, public health, health education/promotion, nutrition, health sciences, or related fields; CHES certification and/or master's degree preferred.
- Graduate of an accredited program and registration/licensure to practice in the state of Ohio, if applicable.
- Excellent verbal and written communications skills.
- Working knowledge of Microsoft Office applications.
- Ability to successfully pass a background check.
- Valid Ohio driver's license and insurability according to Health District policy.

COMPENSATION

Pay Grade: 6; range of \$19.19-\$25.57 per hour, based on experience.

TO APPLY:

E-mail employment application located on our website, cover letter, and resume with three references to vhartman@senecahealthdept.org. Applications will be accepted until position is filled.

Seneca County General Health District provides **equal employment opportunities** (EEO) to all employees and applicants for **employment** without regard to race, color, religion, sex, national origin, age, disability or genetics.

Posted 8/29/2021