



CHESTER COUNTY ECONOMIC DEVELOPMENT COUNCIL Position Description

TITLE: Project Coordinator – Health Care Connect/Marketing

REPORTS TO: Project Consultant – Health Care Connect

JOB RESPONSIBILITIES:

- Provide coordination and project support to Program Manager staff as required, including meeting scheduling, telephone inquiries, preparing and submitting proposals, invoicing and requests for payments, drafting content for newsletters and other reports
- Coordinate meetings and events, including development of announcements, registration, facilities, catering, materials, presentation needs and minutes
- Communicate with key stakeholders – boards, committees, vendors, volunteers, etc.
- Maintain files including CRM database to record participation and activities
- Support marketing efforts for CCEDC and its initiatives by:
 - Update organization’s websites
 - Execute social media postings and provide analytical data
 - Create assets for print and electronic purposes
 - Take photos/video at various events
 - Maintain organization’s lobby messaging board

POSITION REQUIREMENTS:

- Bachelor’s degree, preferred
- Minimum two (2) years of project coordination experience
- Prior experience using a CRM – Salesforce preferred
- Proficiency in MS Office Suite – Word, Excel, PowerPoint

THE IDEAL CANDIDATE SHOULD POSSESS THE ABILITY TO:

- Positively interface with clients and vendors
- Multi-task, work independently, and meet deadlines
- Plan meetings and events of various sizes
- Write effectively for print and social media

TECHNICAL SKILLS:

- Adobe Creative Cloud – Photoshop, InDesign, Illustrator, Premiere, etc.
- Social media platforms – Facebook, LinkedIn, Twitter, etc.
- Familiarity with WordPress, Constant Contact, Eventbrite

COMPENSATION: Commensurate with experience

TIME REQUIREMENT: 15-20 hours/week