

San Diego County Breastfeeding Coalition



POSITION TITLE: Administrative Coordinator, San Diego County Breastfeeding Coalition (SDCBC)

HOURS: Part-time; 20 hours per week; flexible (subject to approval from the President) with approximately 80% virtual / 20% in person meetings, events and delivery of supplies

COMPENSATION: \$20-22/hr. based on experience

REPORTS TO: President

SUPPORTS: Board of Directors

OVERVIEW:

The Administrative Coordinator will manage, coordinate, and oversee planning, implementation, and marketing of various SDCBC initiatives, administration, and outreach. Administrator tasks will include, outreach, emails, letters, newsletters, setting up meetings, seminars and webinars, website Customer Relations Management (CRM) oversight and management. The Administrative Coordinator should have a passion to support, promote and protect breastfeeding through education, outreach, and advocacy in an administrative capacity. Experience in maternal/child health desired.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree preferred.

Experience: Administrative support, coordination, maternal child health preferred.

Skills: Proficiency using *Microsoft Office* and *G Suite*: Gmail, Calendar, Drive, Docs, Sheets, Slides, Forms, Sites, Hangouts required. Competency with social media, marketing platforms, and website administration. Experience setting up Zoom meetings and webinars, MailChimp newsletters, and contact management systems. Wordpress skills required and CRM experience preferred

Abilities: Excellent written/oral communication, presentation and interpersonal skills with a demonstrated track record of effectively interfacing with diverse individuals, organizations and collaboratives. Must be highly organized with meticulous record keeping habits and able to triage tasks, work independently, manage timelines and deliverables with general direction from the Board. An entrepreneurial spirit is helpful.

RESPONSIBILITIES:

San Diego County Breastfeeding Coalition

- Serve as point of contact and coordinator for all coalition business both internally and externally. Triage, respond or appropriately refer board members, general membership, public and professional requests for information or assistance
- Perform administrative duties using *Google for Nonprofits (G Suite)* platform. Assist board members in navigation of and proficiency in using G Suite platform.
- Perform website administration using *WordPress* platform. Update website www.breastfeeding.org with upcoming events, blog posts, and manage e-commerce for mini-seminars, Liquid Gold Gala, and other SDCBC activities. Coordinate with contracted IT support to continually improve website design and functionality.
- Create content from Board and others' submissions, design and publish monthly e-newsletter using *MailChimp* platform. Content includes SDCBC news, events and committee updates, board member profiles, partner news and updates, advocacy blogs, membership and resource guide information, local lactation job listings and volunteer opportunities as requested.
- Use *Facebook, Instagram, Twitter* to promote upcoming SDCBC events, advocacy, and breastfeeding news. Schedule social media postings to multiple platforms. Coordinate with Outreach & Advocacy Committee.
- Maintain and update essential databases: membership; e-mail list; educational conference attendees; scholarship applicants/recipients; Breastfeeding-Friendly Workplace, Childcare, and Champion nominations/recipients; resource guide listings; community partners, agencies and resources, BREEAST grant pump inventory and recipients.
- Coordinate and attend monthly board meetings and yearly strategic planning meetings. Arrange venue, promote, and send out agenda/previous meeting minutes, and other planning tools. Take, prepare and send out minutes to board members. Distribute needed materials to participants.
- Coordinate and attend seminars with the Education Committee.
- Coordinate and attend Annual Liquid Gold Gala Fundraiser with Liquid Gold Gala Committee.
- Other administrative or related business duties as assigned.

Please complete the [job application](#) and submit your resume and cover letter to sdcbc@breastfeeding.org.

<https://forms.gle/gZWZcwwqZmC2RkFB6>