

Class Specifications
For the Class:COMMUNITY RELATIONS COORDINATOR
SR-24; BU:13Duties Summary:

Participates in the planning, development and coordination of an assigned program in a region encompassing community relations, customer service, marketing programs and services and business development, to include internal and external communication; maintains effective working relationships with members of the media, community groups, and key individuals in the public and private sectors; and performs other related duties as required.

Distinguishing Characteristics:

This position independently carries out a variety of public relations and informational activities relating to hospital functions and programs; coordinates information-dissemination; implements policies and procedures and programs to enhance community relations. This position is responsible for coordinating informational, educational and interpretive activities regularly involving complex and variable hospital functions and programs, due to their highly sensitive and controversial nature, social/economic impact and concerns with most pressing issues and problems and similar factors.

Examples of Duties:

Plans and coordinates information, educational and interpretive programs; speaks before business and other community groups, delivers talks over television and radio; originates or adapts written materials from personal interviews and various printed sources; plans layout and design and arranges for printing of informational material; arranges for photographs and other illustrative material, plans and designs exhibits and demonstrations for public display; prepares annual and special reports; coordinates hospital participation in community projects; establishes and maintains effective relationship with press, radio and television executives and with other business and community representatives; may write news releases, articles, bulletins, radio and television scripts and speeches; may evaluate and respond to a variety of complaints from the public, involving research, interpretation and explanation of hospital policies, programs and operations; may prepare fact-finding studies and surveys.

Knowledges and Abilities Required:

Knowledge of the principles and practices of administration, including program planning and evaluation techniques; publicity methods and media; principles and techniques used in writing informational material; techniques used in preparing and editing copy for printing; local organizations, regulatory organizations (i.e., The Joint Commission), State and Federal Laws, functions and operations.

Ability to plan, organize and coordinate an assigned community relations programs; interpret laws, rules and regulations; speak effectively before individuals and groups; write clearly, edit and prepare materials for presentation; direct the accurate and concise presentation of facts; establish and maintain effective relationships with media representatives, administrative staff; the public and others.

This is the first class specifications for the class, COMMUNITY RELATIONS COORDINATOR.

DATE APPROVED: February 7, 2011

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VP/Director of Human Resources