



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Project AWARE Social Marketing Coordinator
Behavioral Health (BH)

OPEN: March 4, 2021

EXEMPT: No

SALARY: \$24.28 per hour Grant Funded

SHIFT: Day/requires flexibility

LOCATION: Behavioral Health

DURATION: Regular Full-Time

Grant Ends 09/29/2023

CLOSES: March 19, 2021

JOB CODE:

DIVISION: BH

DEPARTMENT: Mental Health

SUPERVISOR: Project AWARE Director

VACANCIES: 1

JOB SUMMARY: Project AWARE Social Marketing Coordinator (SMC) will develop a social marketing plan to incorporate strategic planning activities, public education, and outreach efforts that reaches across the local community. The SMC will provide presentations at public meetings and community events to stakeholders, community organizations, family groups and schools within the three local education agencies (Lummi, Ferndale, and Bellingham Districts). The SMC will be familiar with social media platforms/technology to streamline information for Behavioral Health Division and the services provided by Project AWARE funding. The SMC will work closely with Project Director, Project Coordinator, Youth Leadership Manager, Cultural Lead, Family Coordinator and other project staff to create an effective and meaningful communication strategy. The SMC will have the primary responsibility of creating products such as posters, brochures and other promotional materials to raise awareness to promote wellness and resiliency of school-age youth and their families.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Understand the Project AWARE program goals to devise and implement wellness and prevention strategies communication plan of reporting out to the community and leadership utilizing information graphs, audio and visual messages to share dates, events, activities
2. Promote community activities through media interviews and serve as a presenter/speaker at community workshops and events
3. Identify and profile key audiences in the local education agencies to develop an outreach plan with materials to reach these audiences
4. Coordinate planning activity meetings for public education and outreach efforts that reaches across the local community
5. Communicate challenges and successes of the project with the Lummi community and outside audiences via media, e-mail, meetings, telephone, ect., on a regular basis
6. Establish, and build relationships with coworkers and staff across programs to better represent marketing needs and provide visibility into all marketing efforts
7. Engage youth and families in the planning, development and distribution of communications about Project AWARE

8. Provide presentations at public meetings and community events to stakeholders, community organizations, family groups and schools
9. Write monthly Squol Quol article based on 12 month story board
10. Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- AA degree *preferred*
- 2 years of experience in social marketing/public education campaigns preferable ones that relate to health issues
- Excellent verbal and written communication skills
- Strong interpersonal skills ability to interact with a variety of individuals including agency representatives, youth, families and medical professionals
- Experience with the development of public education and media outreach materials
- Proficient with Adobe Creative Suite, Microsoft Word, Excel, PowerPoint and the World Wide Web (HTML and other Web-language skills a plus)
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of social marketing principles and concepts, as well as organizational change principles and concepts
- Knowledge of tribal culture
- Flexible, creative, assertive, and able to work in multiple-task and multidisciplinary environment
- Access to, experiences with, and strong ties to the geographical and cultural community of focus
- Artistic and design skills a plus
- Knowledge of mental health systems, community-based services, and
- Demonstrate ability to work effectively with culturally diverse staff and populations
- Ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally
- Ability to communicate accurately and effectively in written and verbal form
- Computer skills and reports writing skills and be able to learn on the job and willing to participate in relevant job training opportunities as identified
- Ability to maintain strict confidentiality at all times

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must have CPR and First Aid certification within 30 days of hire.
- Must have HIPAA training within 30 days of hire.
- Must be willing to travel and participate in training if needed.
- Must be accepting and respectful toward clients and staff.
- Experience working with Native American children, adults, and/or families *preferred*.
- Position is grant funded that will end on **September 29, 2023**. If additional funding is received this position will need to be reviewed for grading purposes

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.