



Metro Community Health Center

Outreach Events & Mobile Clinic Coordinator

Metro Community Health Center extends great benefits to our eligible employees.

MCHC's current benefits are:

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia Dental, STD, LTD, and Life Insurance
- VBA vision coverage is offered as voluntary coverage that is paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match

POSITION SUMMARY:

The Outreach Events & Mobile Clinic Coordinator will be responsible for planning, organizing, and executing a wide range of events, ensuring they run seamlessly and contribute to the overall success of the organization. The Coordinator plays a vital role in organizing events that support the organization's mission, enhance community engagement, and contribute to the overall well-being of patients and their families.

ESSENTIAL FUNCTIONS:

- Identifies, plans, coordinates, and executes community outreach events, health fairs, fundraising events, patient appreciation events, and trade shows, collaborating with community partners to market services.
- Recruits, trains, and manages staffing to assist with event preparation, setup, and other tasks as needed.
- Liaises with external event coordinators, vendors, suppliers, and service providers to secure necessary resources such as venues, audiovisual equipment, signage, and promotional materials.
- Maintains promotional/event supply inventory adhering to budget.
- Coordinates logistical aspects of events including scheduling, setup and teardown, transportation of staff, parking, and accessibility.
- Collaborates with healthcare providers, community organizations, and patient advocacy groups to plan events that engage patients, caregivers, and the local community.

- Oversees event operations on the day of the event, including supervising staff and volunteers, managing event timelines, addressing any issues that arise, and ensuring a positive experience for attendees.
- Evaluates the success of each event, gathering feedback from participants, analyzing event data, and preparing reports to measure outcomes and identify areas for improvement.
- Maintains events calendar and ensures all events are fully staffed.
- Assists in developing promotional materials and strategies to increase attendance and awareness for events.
- Works in conjunction with Marketing Department to promote events and engage the target audience.
- Coordinates scheduling and preparation of mobile clinic and food trucks for applicable events
- This position requires availability to work evenings and/or weekends.
- Completes other duties as assigned

POSITION REQUIREMENTS:

Education/Experience

- Bachelor's degree in Event Management or a related field is a plus.
- Combination of education and experience will be considered.
- Healthcare experience is a plus.
- Experience in managing all aspects of events from planning to execution.

Skills/Abilities

- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills
- Creative thinking and problem-solving skills
- Demonstrated ability to collaborate with multiple organizational levels to achieve objectives.
- Must be organized and able to keep track of details for a large number of projects.
- Ability to work flexible hours including evenings and weekends when necessary.
- Proficient with Microsoft Office Suite, Google Workspace, or related software
- Ability to lift, push, and/or carry up to fifty (50) pounds.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.