



## Utah Physicians for a Healthy Environment

### **Membership and Outreach Coordinator (Part-time)** **3-month commitment, approx. 16 hours a week**

**Utah Physicians for a Healthy Environment** is looking to hire a part-time Membership and Public Outreach Coordinator for our organization. Our nonprofit is a unique organization which is dedicated to advance the health and well-being of Utahns through science-based and medical education and outreach on the health effects of pollution, and in particular air quality. We raised air quality as a top area of public concern since we began 10 years ago. Our members are not only physicians but come from the general community. Our main program areas of work include: (1) Improving air and water quality by raising awareness of sources of pollution and developing solutions, (2) Reducing the risk of environmental health hazards such as lead, radon and pesticides, (3) Supporting renewable energy and smart growth and transportation, and (4) advancing the discussion on climate change, sustainability and health.

***The Membership and Public Outreach Coordinator role will have the following responsibilities, but not limited to:***

- Learn the membership, donor and advocacy software platform and keep it up to date. This will include new data entry, integrating donor and new supporter information.
- Develop and manage UPHE's new membership program which will include sourcing for membership incentives, providing content and design of weekly newsletters in collaboration with the Executive Director, sending email alerts, funding appeals and donor acknowledgement letters. Expand our membership base.
- Manage social media accounts in coordination with the Executive Director
- Manage and develop UPHE's Volunteer Program. Identify and coordinate opportunities for tabling and prepare materials for events. Create a calendar for UPHE events.
- Assist in day-to-day management and upkeep of the office as needed.
- Opportunities for public-speaking, writing, research and input on policy are possible for the right applicant

The scope of this role may change depending on the needs of the organization. This is a 3 - month contract from the last week of June - September (flexible start date) and compensation will be 1,000/month. Specific work days/times to be coordinated with the Executive Director. Must be available for some weekend/evening events and ideally the applicant has his/her own car to transport tabling materials. Possibility of extending the contract depending on future funding.

We are looking for a go-getter/self-starter with strong partnership development and communication skills, and solid computer and social media experience. Interested parties should send a cover letter and resume to: [dcawleyuphe@gmail.com](mailto:dcawleyuphe@gmail.com) by June 16, 2017. Short-listed candidates will be asked to send a one-page writing sample and 3 references.

**UPHE is a 501(c)(3) tax-exempt, charitable organization. Tax ID# 80-0774496**  
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