



We are currently hiring a Communication, Outreach & Education Coordinator to join our amazing team in Cheyenne, Wyoming. The heart of public health is the community we work to protect. For Cheyenne Laramie County Public Health (CLCPH), that community is Laramie County. We live by the mission to protect, promote, and enhance community health for everyone in Laramie County.

As the Communication, Outreach & Education Coordinator, you will:

- The COE Coordinator will develop a communications team within the department and with external input to ensure cultural and linguistic appropriateness.
- Develop a communication plan guiding both internal and external communications.
- Seeks out and collaborate with representative of non-English speaking individuals/groups to ensure accessibility of materials.
- Develop and maintain an ongoing annual public health COE calendar.
- Maintain social media presence and Facebook resources to ensure appropriate COE and responses.
- Determine scope of activities for various communication tools, i.e. social media print, broadcast, etc.
- Maintain updated media contact information.
- Search out and coordinate Outreach and Education events in the community and coordinate CLCPH participation.
- With subject matter experts, develop and distribute topic information, i.e. vaccine information, environmental health specific, communicable diseases, etc. on multimedia platforms.
- Develop an evaluation and Quality Improvement process for all COE efforts.
- Develop a social medial toolkit for Cheyenne Laramie County Public Health (CLCPH).
- Coordinate education and outreach events.
- Collaborate with leadership to develop internal COE training for staff to ensure their readiness in COE activities.
- Identify external stakeholders and determine the level of effective communication and contact point.
- Work collaboratively with internal subject matter experts to identify and coordinate COE opportunities in the community.
- Collaborate with internal staff to develop educational materials including social media education posts.
- Assist with the development of COE policies for the organization.
- Will assist in response activities as a public health employee.

If you are the right person for this opportunity, you will have the following skills and experience:

- Associate's degree in marketing, communications, public health or similar program and 1 year experience.
- High School Diploma or equivalent with 3 years' experience.
- Ability to effectively apply written and oral communication skills.
- Ability to plan, organize, and identify events in the community.
- Ability to work in a multidisciplinary team environment.
- Ability to relate and interact successfully with people of various social, cultural, economic, and educational backgrounds.
- Electronic media experience preferred.

Find out more about Cheyenne Laramie County Public Health at:

<https://clcpublichealth.org/>.

If you are ready to become part of our amazing team, apply at Indeed.com or on our website at <https://clcpublichealth.org/admin/job-openings/>.