Center for Cancer Research and Therapeutic Development at Clark Atlanta University is seeking applications for the position of Director of Communications and Community Engagement. The successful candidate will be responsible for developing and coordinating all community engagement activities for the Center and will establish an in-depth community-based educational program directed at prevention, intervention and behavioral risk factors as applied to prostate cancer. The selected individual will be charged with promoting the Cancer Center in a variety of ways that include updating the website, developing press releases, creating targeted educational brochures and pamphlets, sharing research results from scientific and clinical studies to the lay community at large, formulating plans and programs for “at-risk” prostate cancer populations. This includes creation and synthesis of information in a “lay-person friendly manner”. In addition, the selected candidate must be able to demonstrate expertise in building statewide expansion programs for broader impact and exposure outside of an immediate metro area.

An undergraduate degree (Master’s preferred) with scientific communications and public relations experience involving health issues. Skills encompassing cross-functional team leadership, developing and delivering programs for minority populations is a plus. A strong background in project management, oral and written communications skills, public relations expertise, advertising agency and vendor management as well as special events coordination is highly desirable.

Please submit resume and names, addresses and telephone numbers of three references to: Shafiq A. Khan, Ph.D., Director, Center for Cancer Research and Therapeutic Development, Clark Atlanta University, 223 James P. Brawley Drive, SW, Atlanta, Georgia 30314. E-mail: skhan@cau.edu or pbakari@cau.edu.
Clark Atlanta University
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Director of Communications and Community Engagement</th>
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<tbody>
<tr>
<td>Employee:</td>
<td>TBN</td>
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<tr>
<td>Department:</td>
<td>Center for Cancer Research and Therapeutic Development (CCRTD)</td>
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<td>Reports To:</td>
<td>Dr. Shafiq A. Khan</td>
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The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Provides the strategic direction, leadership, public relations and coordination for the lay and scientific Community Engagement/Education component within the Center for Cancer Research and Therapeutic Development. This includes developing the strategic plan and tactics. Functions as the director/coordinator and public relations specialist for the Center under the supervision of the Cancer Center Director to provide overall direction and coordination of all Community Engagement/Education components, to include strategy, expansion, scientific and educational dissemination of information, scientific and community partnerships and advocacy engagement facilitation.

Examples of Duties and Responsibilities:

- Provides overall strategic direction and coordination for Community Engagement and Education components within CCRTD.
- Develop community engagement and public relations programs as well as supervise support teams while communicating with employees, volunteers, physicians, advocacy groups and the general public.
- Connect people in the broader community by creating sponsorship agreements and cultivating relationships with businesses, individuals and relevant prostate cancer organizations.
- Oversee the planning and implementation of all community engagement strategies.
- Develop new and maintain on-going relationships with advocacy and executive directors of appropriate groups impacting prostate cancer health.
- Initiate, drive and deliver a consistent financial stream of resources for grants to further approved prostate cancer initiatives.
- Expand current footprint of community programming beyond metro Atlanta.
- Design educational and informational programs and materials.
- Supervises employees assigned to the Engagement and Education Core.
- Research and initiate a grant “funnel” for resources to fund approved initiatives.
- Provides data for inclusion into CCRTD proposals, as required.
- Works with CCRTD Director on a budget for all financial matters and community advocacy.
relationships.
- Prepares dashboard reports to funding agencies, management staff and others as required.
- Drives the content and agenda for community advisory board meetings as well as special events.
- Assist in planning meetings and special events.
- Serves as liaison to other CAU administrative units/schools regarding community expansion initiatives.
- Acts as primary liaison to community advocate groups.
- Develop and build list of cooperative health services.
- Align with Institutional Advancement (IA) acting as CCRTD representative regarding web development, fundraising programs, new grant identification, proposal development and presentation development.
- Develops plans for near and long-term community interface efforts to include developing and writing content for all external media and promotional items.
- Is the CCRTD communications advocate. Must have strong writing skills.
- Serves as the public and internal stakeholder lead for CCRTD initiatives.

Knowledge, Skills and Abilities

- Effective oral and written communication and presentation skills. Previous PR experience a plus.
- Knowledge of program development and implementation practices and procedures.
- Strong grant writing and proposal development ability and delivery.
- Effective time management and organizational skills. (detail oriented)
- Must have strong writing skills. Background in communications and Community Advocacy Programs required.
- Demonstrated expertise in identifying potential grants for non-funded projects.
- Demonstrated expertise and receipt of funding for health related educational or informational programs.
- History of BUILDING AND LEADING strong community connections.
- Knowledge of University policies and procedures.

Minimum Hiring Standards

<table>
<thead>
<tr>
<th>Education</th>
<th>Master’s degree in Communications, Public Relations and/or Health Education, a plus.</th>
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<tbody>
<tr>
<td>Years of Experience Required</td>
<td>4 -5 years of experience in public relations, community services or other relevant disciplines.</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>~ 5 years.</td>
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</tbody>
</table>

Employee

Date