

Clark Atlanta University Job Description

Position Title:	Community Engagement Officer
Employee:	TBN
Department:	Center for Cancer Research and Therapeutic Development (CCRTD)
Reports To:	Dr. Jaideep Chaudhary

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):

Assist with the strategic direction, leadership, public relations, and coordination for the community engagement and education component on a local, national, and regional platform within the Cancer Center. Functions as the coordinator and public relations specialist for the Cancer Center under the supervision of the Center Director to provide direction and coordination of community engagement and social media components, including dissemination of educational materials/information, scientific and community partnerships, and advocacy engagement facilitation.

Examples of Duties and Responsibilities:

- Developing and coordinating social media for CCRTD community components, including maintaining the website.
- Assist with the development of initiatives on a local, national, and regional platform for community engagement and education within the Cancer Center.
- Coordinate 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.
- Develop new and maintain ongoing relationships with advocacy and executive directors of appropriate groups impacting prostate cancer health and expand the current footprint of community programming beyond metro Atlanta.
- Design educational and informational programs, materials, promotional items, and surveys for CCRTD.
- Provide data for inclusion in proposal submissions by Center investigators.
- Prepare dashboard reports to funding agencies, management staff, and others as required.
- Drive content and agenda for community advisory board meetings as well as special events.
- Work with and advise program management and leadership to determine specific communication needs, including message development and delivery including the best method for communication to targeted audience.
- Work independently and collaboratively and as a team member with Cancer Center leadership and members.
- Handle situations objectively and with diplomacy.

Knowledge, Skills and Abilities

- Effective oral and strong written communication and presentation skills.
- Knowledge of digital marketing required.
- Effective time management and organizational skills. (detailed oriented)
- Must have strong writing skills. Background in communication and community advocacy programs is required.
- History of building and leading strong community connections.
- Ability to work with individuals of diverse backgrounds and racial ethnicity.
- Must be team-oriented with excellent interpersonal skills and the ability to assist with the supervision of students and volunteers.
- Knowledge of computer operations (Microsoft Office Applications, Survey Monkey, SPSS).
- Must have the ability to work with multiple projects within tight timelines with minimal supervision.
- Knowledge of University policies and procedures.

Minimum Hiring Standards

Education	Master's or bachelor's degree in public health, communications, public relations, and/or related field, a plus.
Years of Experience Required	4 -5 years of experience in public relations, community services, or other relevant disciplines utilizing a national and regional platform, preferred.
Years of Management/Supervisor Experience	N/A

Employee

Date
