The Membership/Public Outreach Coordinator for UPHE will be responsible for the continual organizational outreach to our members, supporters, and donors. This will include formatting and sending email alerts, periodic newsletters, letters, fliers, and white papers, and social media outreach (content provided by others). This person will also be tasked with recruiting, training, and scheduling volunteers and events where volunteers are needed.

- Learn the CRM database program and keep it up to date. This will include design, formatting and sending alerts, funding appeals, integrating donor and new supporter information, sending thank you’s, etc.
- Learn and help manage twitter and facebook accounts
- Research student groups and identify student volunteer opportunities at the University of Utah, BYU, and Westminster College
- Research and assist with outreach opportunities within Utah’s medical community
- Identify and coordinate community events for tabling opportunities, including finding volunteers to staff, arranging materials for distribution, sign up sheets for new members/supporters
- Assist in office management

It is estimated that these duties would entail approximately 20 hours per week for the first three months with consideration for likely full time employment after that, with additional organizational responsibilities to be considered at that time.

REVISED
• Research and identify student groups and other volunteer opportunities, train and schedule volunteers
• Research and assist with outreach opportunities within the larger medical, business, and professional communities
• Identify and coordinate community events for tabling opportunities, including finding volunteers to staff, arranging materials for distribution, sign up sheets for new members/supporters
• Assist Executive Director and Board Chair in keeping website up to date
• Assist in day to day office management

It is estimated that these duties will entail approximately 20-25 hours per week for the first three months with consideration for likely full time employment after that, with additional organizational responsibilities to be considered at that time.

The ideal candidate will have at least partial experience in CRM software, Wordpress, and very basic computer/graphic skills, possess good communication skills, and be a self-starter.
Interested parties should send a cover letter and resume to: twagneruphe@gmail.com