

LA Best Babies Network

Administrative Coordinator Communications & Technical Assistance

Description:

LA Best Babies Network was launched by First 5 LA to increase healthy births and healthy babies in Los Angeles County through strategic community partnerships, policy reform, research and medical expertise. The Network is seeking highly skilled, motivated, organized, forward-thinking, and qualified applicants for the following full time position:

Administrative Coordinator - Communications & Technical Assistance:

Provides the primary administrative support and coordination for communications and technical assistance related functions for LA Best Babies Network. Supports the implementation of the strategic communications plan by providing research, editorial and administrative support focused on enhancing the Network's technical assistance to perinatal caregivers and advocates. Provides support in areas focused on enhancing the Network's visibility, such as outreach activities (e.g., meetings and public events); maintaining the Web site; producing print, electronic, and other collateral materials in support of the Network's activities. With minimal supervision, the Administrative Coordinator for Communications and Technical Assistance will complete Internet and literature searches for selected pregnancy, health and policy-related topics, funding opportunities, and educational opportunities. Actively submits topic suggestions for e-newsletter and Web site content. Contributes to and maintains Network's image library. Maintains Network's database of contacts. Prepares slide presentations and educational materials; this involves preparing text, tables and graphs. This individual will also assist in overall office support, including preparing documents, slide presentations, and reports, ordering supplies, answering and triaging telephone calls, among other administrative tasks. All employees are expected to perform their duties in alignment with the vision and values of the organization. The person in this position is responsible for a variety of tasks that lead to a high level of customer satisfaction in the most cost-effective manner.

Knowledge of Dreamweaver, Photoshop, and Microsoft Office preferred.

Please contact Deborah Munoz at (213) 250-7273 ext 119
dmunoz@labestbabies.org or California Hospital Medical Center Human Resources
at (213) 742-5851 or bquan3@chw.edu to apply or request additional information
about this position.