

California Transplant Donor Network
1000 Broadway, Suite 600
Oakland CA 94607

Title: Community Development Coordinator -Bilingual Spanish – Modesto Area

OPO: California Transplant Donor Network

Position Description

The Community Development Coordinators (CDC) must be dedicated to supporting the mission of the California Transplant Donor Network to provide the opportunity to improve and extend lives through organ and tissue donation for transplantation.

Community Development Coordinators strategically plan, develop, implement, and evaluate internal and external communication plans to positively predispose the public to organ and tissue donation and transplantation, with an emphasis on driving donor designation rates within CTDN service area. The CDC will work with many volunteers called Donate Life Ambassadors (DLA) and are responsible for utilizing and developing their regional DLA's .

This position requires a: highly organized and resourceful person with excellent written and verbal communication skills; an individual has demonstrated self-initiative and takes charge of their assignment and gets the job done; possessing the skills of a detail oriented person who concurrently sees the larger scope of this role and assures all the small details are managed; personable and positive individual who represents CTDN to the public in a positive way.

The position offers a unique privilege of interacting with the public about a vitally important public health issue. This position requires a proactive team player who must uphold the core values of the organization which include integrity, respect, honoring diversity, personal accountability, creative initiative, team work and excellence.

Job Qualifications:

- Education:* Required: An undergraduate degree.
Preferred: An undergraduate degree with concentrated study in communications, marketing, public relations and/or event planning.
Five years of experience may be considered in place of educational requirements
- Experience:* Required: Specific experience should include work with some of the following: community based organizations, health care agencies, media relations, event planning and work with volunteers, civic and faith leaders. Sales and marketing experience is a plus. Bilingual ability highly desirable particularly in Spanish and English.
- Certification/License:* Required: Valid California driver's license and current vehicle insurance based on California minimum insurance coverage standards.
- Equipment:* Working knowledge of office equipment, including but not limited to word processor or personal computer, fax machine, calculator, photocopier, portable telephone, and LCD projectors and VCR. Reliable automotive transportation required.

Physical Environment/Working Conditions:

Location: Assigned office, mandatory attendance required in corporate office. All CTDN offices are non-smoking facilities.

Travel: The Community Development Coordinator may be required to travel both in and out of state by personal auto, rental car, or air in order to meet the duties and responsibilities of the position. The Community Development Coordinator is expected to drive his/her auto for job related duties requiring ground transportation. Company reimbursement for personal auto use while on the job is consistent with IRS guidelines.

Work Hours: The Community Development Coordinator generally works Tuesday through Saturday but may also be required to work weekends and/or evenings depending on the needs of the position.

Deadline for submissions Applications accepted until position filled.

Contact Please send resume and cover letter to the Human Resources Department at careers@ctdn.org. No phone calls accepted.

Other We offer competitive salary and comprehensive benefits,
EOE. ONLY QUALIFIED APPLICANTS WILL BE CONSIDERED AND/OR NOTIFIED