



## COMMUNITY ENGAGEMENT COORDINATOR

Spokane, WA

### About Empire Health Foundation

*Empire Health Foundation, a 501(c)(3) nonprofit foundation, was founded in 2008 through the sale of Deaconess Hospital and Valley Medical Center. We believe health is a fundamental human right and boldly advance health equity in eastern Washington. Through a collaborative approach to philanthropy, we center community voice, knowledge, and experience in our actions. We prioritize deep relationships with our communities, confronting systems of poverty and racism, while pursuing innovative solutions to improve health and quality of life.*

*Our core values of community, integrity, trust, compassion, and unconditional love guide our work. We address equity by investing in sustainable systems change that results in healthier, more vibrant communities for all.*

**Empire Health Foundation now invites applications for a Community Engagement Coordinator** to join its team.

### Job Summary

EHF is looking for an organized, self-motivated individual who enjoys creating a welcoming environment to join our team! Skills with connecting with people and learning about the needs of their organizations will contribute to success in this role. The Community Engagement Coordinator will wear multiple hats, acting as an event coordinator and receptionist for the Philanthropy Center, as well as supporting other Facilities-related tasks. Experience with event logistics or as an Administrative Assistant is a plus!

The Community Engagement Coordinator is responsible for greeting and supporting guests of the Philanthropy Center to represent the organization in a way that is welcoming and inclusive. They provide event support and coordination for events held at the Philanthropy Center (PC), for both internal employee-led events and events led by external community groups. The Community Engagement Coordinator works to see that event coordination and back-end support runs smoothly, in order to ensure that EHF's internal and external constituents have a positive and productive experience with events that are held at the PC.

The Community Engagement Coordinator provides and establishes general office support and clerical tasks in welcoming all Philanthropy Center (PC) guests, event coordination/communication with organizers, event room and conference room setups, and event support as needed to include technology needs. They order and organize breakroom/cafe supplies and maintain a clean and hospitable environment in common/meeting areas, provide customer service to employees and guests, handle Parcel/Package distribution, order and disperse event and office supplies, and provide scheduling support for multiple conference/meeting spaces at the PC.

### Essential Job Functions

#### *Event Coordination*

- Provides front-line scheduling for internal and external meetings/events in the Convening Center and smaller conference rooms

- Establishes effective event communication and confirmation processes with stakeholders and internal staff
- Meets with event organizers to intake event front-end and logistics needs
- Prepares event space for meetings by setting up tables and chairs for small and large groups, and breaks down tables and chairs after meetings
- Remains present at office while meetings are taking place in event room, including occasional evenings or weekends, to address logistics or technology needs
- Provides Event Support, including assisting clients with AV System startup/setup, instruction on room amenities (i.e. coffee maker, water/ice, etc.), and responding to requests for assistance and troubleshooting
- Maintains thorough understanding of AV System to provide setup assistance and initial troubleshooting of issues. Escalates issues to Facilities & IT Manager as needed for more in-depth troubleshooting and repair
- Maintains office and café supplies (inventory review, ordering, organizing) and maintains a clean and hospitable environment in common/meeting areas
- Learns and becomes Power User and Primary Support Resource for Zoom Meetings and Teams operation
- Learns and becomes primary support for in-room resources i.e. Smartboards, webcams, technology connections, etc.
- Posts meeting room schedules

#### *Reception/Administration*

- Greets the PC guests and answers questions
- Responds to inquiries from employees
- Takes and retrieves messages for various personnel
- Organizes electronic and paper meeting materials related to Board and Committee work, supporting the Senior Executive Assistant/Board Liaison
- Identifies and establishes event efficiencies and readiness for, and manages, the fishbowl conference room, café, front lobby and Convening Center café and their supplies for meetings, events and celebrations
- Ensures café, event center and activity room refrigerators are cleaned on a monthly basis
- Performs weekly inventory checks of Facilities-related materials and places orders to maintain inventory levels
- Other clerical duties as assigned

#### **QUALIFICATIONS**

- Two years of increasingly responsible related experience
- High school diploma

#### **REQUIRED SKILLS**

- Ability to create a welcoming, pleasant and inclusive environment
- Strong attention to detail
- Exceptionally thorough and effective communicator both verbally and written
- Self-motivated and takes initiative
- Strong work ethic



- Strong interpersonal skills
- Demonstrated cultural competence
- Strong organization and time management skills

### Starting Salary

\$39,092 - \$45,990

### To Apply

Candidates may submit their cover letter and resume to Rebecca Johnston at [rebeccaj@empirehealthfoundation.org](mailto:rebeccaj@empirehealthfoundation.org).

EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.