



## **Job Announcement: Health Education and Recruitment Coordinator**

Physicians for Social Responsibility - Los Angeles (PSR-LA) has experienced significant growth over the past two years, and we are seeking a qualified candidate to revamp and lead our physicians and health professional membership engagement & organizing efforts. This position will report to the Communications Manager and will work closely with the Development, Membership, Admin, and Communications (DMAC) team and Program teams. This individual will be responsible for implementing the membership program, increasing health professional membership, developing strategies to recruit, train, and mobilize health professionals and community partners, and working with PSR-LA program teams to ensure health professionals are engaging in our advocacy efforts.

### **Essential Duties and Responsibilities**

#### ***Program Coordination***

- With the support of the Communication Manager, develop and implement yearly strategies to recruit, engage, and activate health professionals.
- Work with the Communications Manager to manage the PSR-LA membership database, and provide reports for staff and leadership regarding membership activity as required.
- Working with the DMAC team to create member appeals utilizing creative approaches to maintain the interest and support of members
- Review benefits structure and recommend adjustments as necessary to increase membership revenue and donation levels
- Support the Development Director and Development Associate in writing for program funds and end-of-year campaigns.
- Coordinate with program staff to co-develop educational materials for health professionals and connect members to opportunities to engage in existing program work.

#### ***Membership Education***

- Plan, manage, and execute all membership-related events such as trainings, webinars, workshops, and Toxic Tours.
- Work closely with program managers and directors to develop strategies that uplift the voice of our health professional members' engagement in key advocacy and communication campaigns
- Work with the Communications Manager to generate membership-related educational presentations, one-pagers, and other engagement/content pieces.
- Coordinate all membership communications including, but not limited to information requests, monthly e-newsletters, action alerts,

#### ***Recruitment***

- Develop retention strategies and infrastructures to integrate and sustain health professional

- engagement in key campaigns and programs
- Maintain an understanding of current and prospective members' interests, connections, and relationships with PSR-LA in order to advance successful engagement, cultivation, solicitation, and stewardship
- Analyze membership engagement reports and stay current with new recruitment trends
- Build relationships and strategic partnerships with medical and health professional associations, and community clinics and hospitals working with pollution-burden communities throughout Los Angeles
- Work with the Communication Manager and Development Director to plan and execute membership drives

*This list is not exhaustive and may be supplemented as necessary. This employee will perform related duties as assigned.*

### **Qualifications & Requirements**

The Health Education and Recruitment Coordinator will be a personable, creative, dynamic, well-organized, and highly motivated person with experience in managing membership programs or community organizing and a strong interest and commitment to public health and social, environmental, and racial justice.

- Bachelor's degree, preferred focus in public health, public policy, environmental science, or nursing
- Minimum 3 years of experience with non-profit organizations or membership associations, or a combination of experience in: working with health professionals or in the medical field, community or labor organizing
- Strong verbal and written communication skills, with a demonstrated ability to translate program issues into understandable and compelling language to inform and engage health professionals
- Familiarity with public health, racial, social, and environmental justice concepts, adult learning, and popular education, preferred
- Must be comfortable juggling multiple projects under tight deadlines and adopting new skills as necessary
- Computer literate, Internet savvy, and experienced with Google Suite (Google Calendar, Gmail, Google Drive), and database software such as EveryAction or Salesforce a plus
- Graphic design and event planning experience a plus
- Bilingual preferred
- Must be able to travel
- Ability to work in a collective environment, with colleagues, students, community members, and health professionals from diverse social, cultural, and educational backgrounds

**Employment Status:** Full-Time Employee

**Location:** The position is based in Los Angeles, CA. We have been working remotely since the COVID-19 pandemic began, however, qualified applicants should reside in the Metro Los Angeles region and be able to access our Los Angeles-based office, when necessary, and travel for meetings.

**Compensation:** Salary ranging from \$70,000- \$75,000 based on experience. PSR-LA offers a robust benefits package that includes: 100% employer-paid platinum healthcare, dental, vision, chiropractic, and acupuncture for employees, spouses, and dependents. We offer group life insurance for staff along with a \$100 monthly telecom stipend. We have 13 paid holidays, 10+ days paid days off at the end of the year in addition to 2 weeks PTO. We offer professional development and a one-time \$500 home

office set-up stipend.

**Preferred Start Date:** March 2024

**To Apply:** Please upload a cover letter and resume for consideration to [Forms](#) or email [Jobs@psr-la.org](mailto:Jobs@psr-la.org)

This position is open until filled. PSR-LA is an equal-opportunity employer. Women, BIPOC and LGBTQ people are strongly encouraged to apply.

### **About Physicians for Social Responsibility - Los Angeles (PSR-LA)**

PSR-LA is a physician membership organization focused on supporting environmental justice communities and promoting policies centered on the needs of frontline communities. For over a decade PSR-LA has worked with a broad range of community-based organizations, health professionals and residents who are impacted by the cumulative impacts of racism, poverty and pollution. Focusing specifically on issues of toxic chemicals, air pollution, healthy land uses, equitable development, and the threats posed by nuclear weapons, PSR-LA provides health education, research, and policy solutions and we engage a wide range of groups, communities, and health professionals. Our work builds power for collective action to protect human health and the environment.

The majority of PSR-LA staff members are people of color and for the last 20 years our growth has been led by a woman of color. Our work is deeply aligned with the environmental justice movement and we are emerging as a strong public health voice for a just transition from the COVID-19 pandemic and the climate crisis. Our collective work to build a more caring, restorative economy demonstrates how the health voice can support the creation of healthy communities.