



JOB ANNOUNCEMENT

Education and Marketing Coordinator

*The Quality Care Health Foundation (QCHF) is seeking an **enthusiastic Education and Marketing Coordinator** to drive our marketing strategy and promote our brand across various platforms. This role also helps to support the webinar programs, manage the on-demand content library, assist with event registration, and address continuing education inquiries. As a key member of our collaborative team, you will play a vital role in the successful planning and coordination of QCHF initiatives.*

PRIMARY RESPONSIBILITIES:

- Develop and maintain an annual marketing calendar to ensure continuous promotion of the Foundation and its educational opportunities.
- Design and produce marketing collateral; write content and copy for email, social media, print, and presentations.
- Manage social media presence on Facebook and LinkedIn.
- Assist in hosting and producing webinars, handling speaker agreements and requesting continuing education approvals.
- Maintain and manage the learning management system, serving as the internal subject matter expert.
- Provide on-site support at conferences and classes as needed.

KNOWLEDGE AND SKILLS:

- Bachelor's degree or equivalent with 2+ years of related experience.
- Excellent communication, interpersonal, organizational, and multitasking skills.
- Experience in marketing, promotion, and email marketing software (e.g., Higher Logic/MagnetMail).
- Proficiency in website management (e.g., WordPress) and graphic design.
- Ability to prioritize tasks and manage work assignments.
- Proficiency in Microsoft Office; Adobe InDesign experience is a plus.
- Attention to detail and ability to work effectively within a team.
- Adaptability to a fast-paced, flexible work environment.
- Ability to travel within California (10%), including weekends and overnight stays.

SALARY RANGE: \$23.08 – \$27.88 per hour

BENEFITS: Medical, dental, 401(k), vacation, sick time, designated holidays, hybrid schedule.

TO APPLY FOR THIS POSITION: Submit cover letter and resume to CAHF.HR@cahf.org

The Quality Care Health Foundation is a 501(c)3 charitable educational foundation of the California Association of Health Facilities (CAHF). Its mission is to support professional advancement of individuals working in the long-term care and skilled nursing settings by providing training, certifications, educational opportunities and career development resources.