SAN DIEGO COUNTY BREASTFEEDING COALITION (SDCBC)

ADMINISTRATIVE COORDINATOR POSITION – INDEPENDENT CONTRACTOR

POSITION TITLE: Coordinator, San Diego County Breastfeeding Coalition (SDCBC)

HOURS: Part-time 15-20 per week, flexible, 70% home-based / 30% away

FEE FOR SERVICE: $20-$23 hourly commensurate with qualifications

RESPONSIBLE TO: Board of Directors, SDCBC

MINIMUM QUALIFICATIONS

Education: Associate degree required. Bachelor degree preferred.

Experience: Passion to support, promote and protect breastfeeding through education, outreach, and advocacy in administrative capacity. Experience in maternal/child health desired.

Knowledge: Certified Lactation Educator Counselor (CLEC) or equivalent lactation education desired. IBCLC encouraged but not required.

Skills: Proficiency using Microsoft Office and G Suite: Gmail, Calendar, Drive, Docs, Sheets, Slides, Forms, Sites, Hangouts required. Competency with social media, marketing platforms, and website administration.

Abilities: Excellent written/oral communication, presentation and interpersonal skills with a demonstrated track record of effectively interfacing with diverse individuals, organizations and collaboratives. Must be highly organized with meticulous recordkeeping habits and able to triage tasks, work independently, manage timelines and deliverables with general direction from the Board.

Qualify as Independent Contractor: Contractor must have other form of employment or additional Independent Contractor clients aside from Client SDCBC. Contractor provides services outlined in Scope of Work and Initiatives for the Client SDCBC. Contractor is not an employee and bills SDCBC for hours of service at agreed upon rate of compensation. Client SDCBC does not pay or make contributions to social security or local, state or federal tax, unemployment or worker’s compensation, or provide benefits. Contractor is responsible for paying and complying with reporting requirements for all local, state and federal taxes related to payments made to Contractor.

Submit resume and cover letter to Kim Speckhahn at kims@breastfeeding.org by Tuesday, September 11, 2018.

Interviews for qualified candidates will be conducted on Thursday, September 13, 2018 in Closed Board Meeting from 5 – 8 p.m. at American Academy of Pediatrics – CA 3 Office, 3160 Camino Del Rio South, Suite #101, San Diego, CA 92108
SCOPE OF WORK

- Serve as point of contact and coordinator for all coalition business both internally and externally. Triage, respond or appropriately refer board member, general membership, public and professional requests for information or assistance from sdcbc@breastfeeding.org and 1-800-371-MILK calls.

- Perform administrative duties using Google for Non-Profits (G Suite) platform. Assist board members in navigation of and proficiency in using G Suite platform.

- Perform website administration using WordPress platform. Update website www.breastfeeding.org with upcoming events, blog posts, and manage e-commerce for mini-seminars, Liquid Gold Gala, and other SDCBC activities. Coordinate with contracted IT support to regularly improve website design and functionality.

- Create content, design and publish bi-weekly e-newsletter using MailChimp platform. Content includes SDCBC news, events and updates, board member profiles, partner news and updates, advocacy blogs, membership and resource guide information, local lactation job listings and volunteer opportunities as requested.

- Use Facebook, Instagram, Twitter to promote upcoming SDCBC events, advocacy, and breastfeeding news. Coordinate with Media Committee.

- Maintain and update essential databases: membership; e-mail list; educational conference attendees; scholarship applicants/recipient; Breastfeeding-Friendly Workplace, Childcare, and Champion nominations/recipient; resource guide listings; community partners, agencies and resources, BREEAST grant pump inventory and recipients.

- Coordinate and attend monthly board meetings and yearly strategic planning meeting. Arrange venue, promote, and send out agenda/previous meeting minutes. Take, prepare and send out minutes to board members. Distribute needed materials to participants.

- Coordinate and attend mini-seminars with Education Committee.

- Coordinate and attend Annual Liquid Gold Gala Fundraiser with LG Committee.

SPECIFIC INITIATIVES

Membership Drive:
- Prepare annual solicitation letter and attachments with President.
- Coordinate annual mailing and email.

Resource Guides:
- Solicit updates for Resource Guides entries.
- Arrange for Spanish translation.
- Oversee production and distribution of Breastfeeding Resource Guides.
- Record hard copy distribution.
Educational Mini-Seminars:
- Arrange venue, purchase of food/drink or catering.
- Oversee set-up/breakdown and AV/IT needs of presenter.
- Manage e-commerce and day of event registration.
- Maintain financial records for event.

SDCBC/UC San Diego Extension and VWMF Scholarships:
- Solicit applications, coordinate and manage CLEC, Lactation Education Only LC, Hybrid Lactation LC Course scholarships and Vicki Wolfrum Memorial Scholarships.

SDCBC Breastfeeding-Friendly Awards:
- Solicit, coordinate and manage all breastfeeding-friendly awards, including “Breastfeeding-Friendly Workplace Award,” “Breastfeeding-Friendly Childcare Awards,” “Breastfeeding Champion Award,” “IBCLC of the Year Award” and “World Breastfeeding Week Hospital Contest.”
- Include site visits as necessary. Highlight on social media and newsletters.
- Coordinate with Lactation Supportive Environments (LSE) and Live Well partners and others to solicit nominations for these awards.

Liquid Gold Gala:
- Work with Liquid Gold Gala Committee to ensure sufficient marketing of event, coordinate Gala attendance with Award winners and Honorees, solicit auction item donations, mail invitations, track RSVPs and manage e-commerce of event.
- Maintain financial records for event.
- Other duties as needed.

Community Partnerships:
- Complete SDCBC SOW tasks for LSE, including development and implementation of Breastfeeding-Friendly San Diego (BFSD) Childcare resources on SDCBC website and Facebook updates for “Breastfeeding-Friendly Childcare Group.”
- Attend and coordinate SDCBC deliverables at Breastfeeding Roundtable meetings.

BREEAST Grant:
- Coordinate planning, development, operations, supervision, implementation and financial management of BREEAST Grant as directed by the Grant Committee that includes marketing, purchasing, filling requests for pumps, delivery of pumps, kits and education, soliciting evaluations from recipients of pump, and maintaining detailed records of all grant activity to provide Grant Chair for mid-year and annual reports.