Job Description

Position Title: Community Engagement Coordinator (CEC)
Reports To: Executive Director
FLSA Status: Non-exempt
Position Type: Full-time, 40 hours per week
Location: Remote; California residency required; in-state travel
Compensation: $30–$32 per hour ($62,400–$66,560 annualized)

CALIFORNIA BREASTFEEDING COALITION

About Us

The California Breastfeeding Coalition (CBC) is dedicated to improving the health and well-being of Californians by working collaboratively to protect, promote, and support lactation and human milk feeding. We achieve this by providing evidence-based education, fostering partnerships, and supporting birthing hospitals. Our work spans regional and cultural breastfeeding coalitions, workplaces, and healthcare organizations throughout California.

Job Summary

CBC is seeking an outgoing, organized, and self-directed Community Engagement Coordinator to join our small statewide team. The CEC is the main point of contact for CBC members and community partners, builds relationships with coalitions, hospitals, and clinics, grows and retains membership, and keeps CBC's contact records current. This role focuses on building relationships throughout California through virtual and in-person engagement, including regular local outreach in the CEC's own region and periodic statewide travel.

Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Community & Coalition Engagement

- Build and maintain relationships with breastfeeding coalitions, hospitals, clinics, WIC programs, and community organizations throughout California.
- Proactively establish a CBC presence within the employee's region by connecting with local hospitals, clinics, coalitions, businesses, and community organizations, including regular in-person outreach and participation in relevant local events.
- Represent CBC at selected conferences, coalition gatherings, and professional meetings throughout California, generally several times per year, and document new contacts and follow-up needs in the CRM.
- Connect individuals and organizations across the state with CBC resources, programs, and local coalitions.
- Support quarterly Coalition Meetings, the California Breastfeeding Summit, and Learning Labs through outreach and participant follow-up. Event production is handled separately.

2. Membership Growth & Retention

- Serve as the primary contact for current and prospective individual, organizational, and coalition members.
- Recruit new members through direct outreach, networking, and referrals.
- Manage membership inquiries, applications, onboarding, invoicing, and payment tracking.
- Conduct renewal and lapsed-member outreach.
- Track membership trends and report regularly to the Executive Director.

3. Sponsor & Partner Support

- Research prospective sponsors, exhibitors, and organizational partners, and track them in the CRM.
- Initiate contact with prospective sponsors, exhibitors, and organizational partners, introduce CBC's opportunities, and coordinate follow-up conversations with the Executive Director.
- Maintain routine communication with existing sponsors and partners.

4. CRM & Engagement Tracking

- Maintain the CRM as CBC's primary source of accurate member and stakeholder information.
- Document meaningful interactions, referrals, and follow-up needs.

- Review records regularly for duplicates and gaps, and use the data to identify underrepresented regions and inactive relationships.
- Report on key measures, including new members, renewals, outreach activity, and geographic reach.

5. Administration

- Monitor and respond to CBC's general email inbox and phone line.
- Serve as point person for coalition mail and donations.
- Attend staff meetings and take notes as requested.
- Complete routine website updates, such as staff and Board information.
- Support virtual meetings, including Zoom setup, polls, breakout rooms, and participant support.

Qualifications

Required

- Bachelor's degree in public health, communications, nonprofit management, social sciences, or a related field, or an equivalent combination of education and experience.
- Experience in community engagement, outreach, membership, coalition-building, or other relationship-driven work.
- Strong written and verbal communication skills, with comfort starting conversations and representing an organization in person.
- Strong organization and follow-through, and the ability to work independently in a remote environment.
- Experience with a CRM or database, or the ability to learn one quickly; proficiency with Google Workspace, Zoom, and Slack.
- Commitment to equitable access to lactation and human milk feeding support.
- California residency and ability to travel within the state.

Preferred

- Experience with nonprofits, coalitions, membership organizations, or public health programs.
- Familiarity with California's maternal and child health or lactation support networks.
- Experience working with rural, agricultural, coastal, or historically underserved communities.
- Bilingual or multilingual skills.

Schedule & Hours

This is a full-time, non-exempt position of 40 hours per week, worked during regular weekday business hours in Pacific Time, either 8:00–5:00 or 9:00–6:00, including a required lunch break. The schedule is set in a written schedule agreement with the Executive Director. The CEC must be available for staff meetings, stakeholder meetings, and Coalition Meetings. Occasional evening or weekend events may require schedule adjustments with advance notice. All hours worked must be accurately recorded, and overtime must be approved in advance.

Travel

All CBC positions are remote. The CEC is responsible for community engagement throughout California, with regular in-person outreach in their own region, generally about once per month. The position also requires attendance at selected statewide conferences, coalition gatherings, and professional meetings several times per year, some requiring overnight stays. Approved work-related travel expenses are reimbursed in accordance with CBC policy and applicable law.

Compensation & Benefits

$30–$32 per hour ($62,400–$66,560 annualized, based on a 40-hour workweek).

- Employee and Dependent Health benefits in accordance with CBC policy
- PTO accrual
- 10 paid holidays and 1 paid week off in December

- Remote work
- Monthly phone and internet stipends

Supervisory Responsibilities

None.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The CEC works from their home office or other self-identified office location in California with fast and reliable internet service.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 15 pounds. While performing the duties of this Job, the employee is regularly required to stand; walk and sit.

Equal Employment Opportunity

California Breastfeeding Coalition provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion (includes religious dress & grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression, sexual orientation, marital status, parental status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin (includes language use and possession of driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics), genetic information, request for family care leave, exercising the right to family care and medical leave or leave for a serious health condition, request for Pregnancy Disability Leave, retaliation for reporting patient abuse in tax-supported institutions, age (over 40), criminal Background (Fair Chance Act), citizenship, domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, appraisal, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training and all other terms, conditions and privileges of employment.

Other Duties

This job description is not designed to cover all activities, duties or responsibilities that are required. Duties, responsibilities and activities may change at any time with or without notice. Job descriptions are not intended as and do not create employment contracts. I understand that my employment with the California Breastfeeding Coalition is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

How to Apply

Interested applicants should submit a resume and cover letter to **jobs@californiabreastfeeding.org** by **October 31, 2026**.