



Position Description: Community Outreach and Project Development Director

Full-Time

Purpose

The Director of Community Outreach and Project Development helps the Coalition achieve its mission of improving the oral health of all Missourians through sound public policy and public awareness. The Community Outreach and Project Development Director is responsible for broadening the Coalition statewide network with community and regional members, building strategic relationships, conducting a variety of community outreach activities, and expanding advocacy capacity of members and statewide advocates through education and project development on behalf of the Coalition.

Duties

- Create and implement an annual community outreach plan.
- Initiate and foster relationships with statewide, regional and community organizations and agencies to develop collaborative partnerships to help raise awareness of oral health needs/challenges and the Coalition's policy priorities.
- Organize, coordinate and participate at community outreach and educational events to educate the broader community about the Coalition and raise awareness of oral health issues in Missouri.
- Serve as a member of the statewide network of oral health advocates and work with other partners and organizations to develop grassroots and grassroots community outreach strategies and tactics to advance priority issues in the state and community.
- Engage members and community partners in grassroots, community outreach, and policy maker relationship activities in support of the Coalition mission, vision and policy priorities.
- Expand awareness of the Coalition and policy priorities among community and public health leaders.
- Identify and develop outreach project opportunities that support the Coalition mission and vision.
- Attend relevant community meetings; participate in relevant councils, roundtables and committees.
- Coordinate special events including the annual Oral Health Policy Conference, webinars, focus groups, etc.
- Develop educational opportunities, such as webinars, to create greater engagement and build greater long-term capacity for oral health advocacy.
- Write professional reports and information materials, presentations and displays – including contributing to the Coalition's newsletters, media/news media outreach and website content.
- Assist with monitoring the public dialogue about oral health issues and oral health policy.
- Assist with other aspects of Coalition operations as needed.

Qualifications

Master's degree preferred, in health, public administration, public health, social science or closely related field. Multiple years of experience working in a professional setting, such as non-profits, advocacy groups or governmental agencies. Experience with the use of technology, including social media, for engagement of members and partners to support the

Coalition mission and goals. Experience in advocacy, education, community organizing, public policy, public relations, non-profits, and/or marketing preferred.

Physical and Work Environment Demands

The physical and work environment demands described here are representative of those that must be met by an employee to successfully perform the responsibilities of the position. Reasonable accommodations may be made to enable individuals with a disability to perform the position responsibilities.

Physical demands, such as the ability to walk, sit, etc., are those of a typical office environment. Work environment demands include working in an office setting. This position may require overnight travel, evening and/or weekend hours.

Location

Offices located in Jefferson City, Missouri.

About MCOH

The Missouri Coalition for Oral Health is the sole agency in Missouri dedicated to the improvement of oral health for all Missourians through sound public policy and public awareness. The Coalition is a 501(c)(3), non-profit organization. The Coalition is supported by donations, memberships and by the Missouri Foundation for Health, the Health Care Foundation of Greater Kansas City, the Missouri Department of Health and Senior Services and the DentaQuest Foundation.

The Missouri Coalition for Oral Health is an Equal Opportunity Employer.

How to Apply

Motivated individuals should submit a cover letter, resume and application to:

Gary Harbison, Executive Director, Missouri Coalition for Oral Health, 213 Adams Street, Jefferson City, MO 65101.

Contact gharbison@oralhealthmissouri.org for a copy of the application.

Applications are available upon request or may be found on the Coalition website.

The Coalition offers competitive compensation, vacation, sick leave and state holidays.