



Healthy Birth Day, Inc. Communications & Engagement Assistant

Healthy Birth Day, Inc. (HBD) is a 501(c)(3) nonprofit organization dedicated to the prevention of stillbirth. We are best known for the *Count the Kicks* public health awareness campaign, which educates and empowers expectant parents to track their baby's movements in the third trimester. Our goal is to save 6,000 babies from preventable stillbirth in the U.S. each year and to ensure that race is no longer a predictor of stillbirth.

The Communications and Engagement Assistant will work closely with staff on tasks related to our communications and volunteer engagement needs. The Communications and Engagement Assistant reports to our Director of Advocacy and Engagement and will support HBD's mission and values while gaining professional skills.

Responsibilities:

- Provide administrative support for external communications and engagement initiatives, including tasks related to the *Count the Kicks* Ambassador program and general volunteer management.
- Serve as the primary point of contact for the main HBD phone line and handle general office email inquiries.
- Assist in planning and organizing communication and community engagement projects, both small and large.
- Use online design tools (e.g., Canva, Piktochart) to create, edit, and maintain communication materials.
- Support the communications team with regular updates to website content.
- Assist with collection and management of baby save stories and in communicating with this important group of supporters.
- Assist with the coordination and placement of advertising and marketing campaigns in state expansion efforts.
- Manage and send organizational emails, maintaining up-to-date email contact lists in HBD's email communications platform.
- Help manage the organizational texting platform by sending text messages and maintaining text list opt-ins.
- Other duties as assigned

Must Haves:

- Exhibits polite and professional communication via phone, e-mail, and mail.
- Highly organized and self-motivated
- Proficient with Microsoft office suite products and Google Suite
- Generally proficient and adaptable at learning new software programs
- Ability to be flexible to handle multiple priorities simultaneously
- Ability to work independently and as part of a team
- Good written and verbal communication
- Commitment to diversity and inclusion
- Ability to work from home and office
- Thrives in a fast-paced work environment

Education and Experience:

- An Associates degree or 2-3 years of experience in administrative assistant or communications role

Physical Requirements:

- Ability to lift 25 pounds on occasion

Start Date: November 2024

Work Location: Majority of the first 90 days will be spent in office to allow for proper onboarding. The final candidate will work from the HBD office a minimum of two days per week, and has the opportunity to work remotely on other days.

Hours: 30 hours per week, non-exempt

Benefits: 30 hours of PTO in year one, with additional PTO in subsequent years. Paid holidays when the holiday falls on your typical working day. Our organization recognizes 11 holidays per year. Access to employee assistance programs and discount programs. Opportunity for an annual bonus if goals are met or exceeded during annual review.

Compensation: \$21-23 per hour

How to Apply: Send cover letter and resume to employment@healthybirthday.org with the subject line "Communications and Engagement Assistant".

Healthy Birth Day, Inc. is an equal opportunity employer. We value diversity, equity and inclusion, and we recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.

Healthy Birth Day 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, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, pregnancy or any other characteristic protected by federal, state or local laws.