



4. Develops and implements appropriate marketing and communications strategies necessary to support Coalition and CKF-IN activities.
5. Works with the CKF Program Manager to schedule, plan, organize and facilitate monthly meetings of enrollment center coordinators; quarterly Coalition meetings; and periodic meetings of the Coalition Steering Committee.\*
6. Helps the CKF Program Manager and the Coalition develop annual work plans and monitors plan and budget implementation.\*
7. Maintains databases and other evaluation tools to track and assess local outreach, enrollment and retention activities, and compiles monthly enrollment statistics reports to share with the Coalition and CKF-IN.\*
8. Works with the CKF Program Manager and the Business Manager to prepare and submit programmatic and financial reports to CKF-IN within established timeframes.\*
9. Actively participates in CKF-IN working committees as requested and attends CKF-IN local and statewide coalition meetings.
10. Assists the CKF Program Manager and the Executive Director in fulfilling contractual agreement requirements with CKF-IN.
11. Maintains and submits required timesheets, reimbursements requests, etc., in accordance with established Agency policies and procedures.
12. Maintains and safeguards Agency equipment, supplies, etc.
13. Complies with agency, State and Federal policies and procedures concerning protection of client records and Protected Health Information (PHI).\*
14. Fulfills Agency and/or State prescribed continuing education requirements.\*
15. Participates as a team member in team-building activities and training, team planning meetings and regularly scheduled team meetings
16. Attends required meetings and meets regularly with supervisor to exchange pertinent information and to receive supervision and guidance.\*
17. Performs other duties as assigned.

### **III. EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- Bachelor's degree in an appropriate field such as health care, communications, marketing, insurance and risk management, public relations, etc. An associate's degree with a minimum of 24-months relevant field may be substituted.
- Must attain/maintain certification as an Indiana Navigator by the Indiana Department of Insurance (IDOI) within 120 days of employment.

### **IV. KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of public and private health insurance options, the Affordable Care Act, community outreach, health policy, health communication and/or health education.
- Excellent organizational skills.
- Strong written and verbal communication skills which include, but are not limited to editing and proofing written work, and delivering trainings and presentations to groups of various sizes.
- Experience in website development, social media, and writing blogs a plus.
- Ability to work somewhat autonomously and with minimum supervision.
- Ability to keep and maintain accurate records and documentation.
- Ability to build credibility and trust with members and partners.
- Ability to work with individuals from varied professional backgrounds and diverse cultures.
- Ability to thrive in a complex and rapidly changing environment.
- Ability to develop and maintain productive partner relations.
- Ability to conduct detailed analytical evaluations and studies, and prepare related reports and recommendations.
- Ability to interpret complex regulatory language in a manner which effectively communicates decisions, rules, policies and procedures, verbally and in writing, to a variety of individuals.
- Ability to work as a team member and work effectively with diverse people.
- Excellent computer skills, particularly with the Microsoft Office Suite of products, including Word, Excel, Publisher, PowerPoint and Outlook.
- Demonstrated ability to work with customer/client groups and/or experience in membership organizations.
- Fluency in written and spoken English; fluency in Spanish a plus.

### **V. SPECIAL REQUIREMENTS:**

- Must be legally eligible to work in the United States.
- Must pass a pre-employment drug test and any post-employment drugs tests directed by the Agency.

- No felony convictions, as evidenced by an Indiana State Police Limited Criminal Background Check.
- Must possess and be able to maintain a valid state driver's license.
- Must have reliable personal transportation to travel between home and office, outside meetings, etc.
- Must maintain the minimum liability coverage required under Indiana law on any vehicle used to carry out the duties and responsibilities outlined in this job description; proof of coverage must be provided to employer.

## **VI. PHYSICAL DEMANDS & WORK ENVIRONMENT:**

Incumbent performs a majority of duties in an office environment. Duties typically involve sitting, operating a computer for long periods, walking at will, close and far vision, depth perception, hearing communication, handling/grasping/fingering objects, and occasionally lifting/carrying objects weighing less than 25 pounds. Incumbent drives to and from meetings throughout the service area using personal vehicle (employer reimburses incumbent at the agency's establish mileage rate). Incumbent may be required to work extended and/or evening hours, occasionally travels out of town for training/conferences (sometimes overnight).