



PROGRAM COORDINATOR POSITION OVERVIEW

South Carolina Health Professionals for Climate Action (SCHPCA), the South Carolina affiliate of the Medical Society Consortium on Climate and Health, seeks a part-time coordinator to assist our chapter to organize, empower and amplify the voice of clinicians to convey how climate change is harming the health of South Carolinians and how climate solutions will improve it. The ideal candidate will be highly organized, motivated, an excellent communicator, possess experience in advocacy and willing to connect with multiple state and local partners as well as legislators and staff members of other state chapters of the Medical Society Consortium on Climate and Health. Familiarity with climate science and policy is a plus.

TIME	12 hours per week/50 hours per month
SALARY	\$1000 monthly
SUPERVISOR	South Carolina Health Professionals for Climate Action Steering Committee chair(s) <i>in conjunction with</i> Dr. Mona Sarfaty, George Mason University’s Medical Society Consortium on Climate and Health (Consortium)
ADVISOR	Jerome Paulson, Consultant to Medical Society Consortium on Climate and Health (Consortium)
FISCAL SPONSOR	Sustaining Way
EXPECTED TRAVEL	Almost 100% remote, with some local travel within the state of South Carolina and annually to the Medical Society Consortium Annual Meeting
REQUIRED SKILLS	<ul style="list-style-type: none"> · Bachelor’s Degree required · MPH or equivalent preferred · Experience in legislative advocacy preferred

START-UP AND ONGOING ACTIVITIES

FOCUS AREA	RESPONSIBILITIES	% (EST)
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Communication

- Serve as the primary point of contact for SCHPCA.
- Establish, update, and maintain the organization's listserv, databases, documents, and files.
- Establish and maintain social media account(s) and post to account(s) regularly.
- Send 1-2 electronic newsletters per month.
- Develop and send marketing materials in support of SCHPCA programs and events.
- Participate on one/two weekly calls of partner organizations and report back to Steering Committee.
- Participate in meetings with Chair(s) and Consortium consultant.
- Set-up, staff and prepare agenda for bi-weekly Steering Committee calls, including brief review of recent activities.
- Participate in occasional in-person meeting, estimated quarterly.
- Identify and maintain key stakeholder organizations and contacts.

40%

Organization & Advocacy

- Manage SCHPCA's use of legislative software to track bills specific to climate and environmental concerns.
- Keep abreast of relevant (clean energy, climate, health) state legislative policy.
- Assist in organizing professional educational activities sponsored by SCHPCA – in-person and virtual.
- Prep and plan annual advocacy day at the state capitol along with other opportunities as they present themselves.
 - Research issues, prepare materials, talking points, and priority bills for clinicians.
 - Prep clinicians for legislator meetings, have office numbers, map, relevant committee members to target, etc.
 - Coordinate catering and nearby event space.
- Work to set up legislative meetings for SCHPCA clinicians with state legislators in district at appropriate times of the year.
 - Prepare materials, talking points, and priority bills for clinicians.
 - Prep clinicians for legislator meetings.
- Assist SCHPCA members with the publication of letters to the editor, blog posts and op-eds around the state.
- Assist SCHPCA members with radio and television interview preparations and scheduling.
- Assist SCHPCA members with video recordings of health messages.
- Supervise college interns and support their work.

35%

Fundraising

- Prepare bi-monthly updates/briefs on SCHPCA education and advocacy activities and successes from which to draw information for future funding applications.
- Identify and assist with fundraising opportunities to ensure the sustainability of SCHPCA.
- Identify grant writing opportunities and draft and/or coordinate grant applications.
- Prepare annual budget and coordinate spending with SCHPCA Treasurer.
- Identify funding sources through grant writing/fundraising to maintain the position for a longer period of time.

15%

Other

- Develop and maintain measures for strategic planning and assessment, such as membership, programming, social media marketing through Sustaining Way's tracking system.
- Assist SCHPCA steering committee prepare quarterly updates for Sustaining Way.
- Identify and facilitate opportunities for SCHPCA health professional and medical student engagement.

10%

Please submit resume to smitherin2@gmail.com and hayley@shealthclimate.org