



Position Announcement

Communications and Meetings Coordinator **American Network of Oral Health Coalitions (ANOHC)** **Part-Time | Remote**

About ANOHC

The American Network of Oral Health Coalitions (ANOHC) is a national organization supporting state and territorial oral health coalitions. ANOHC works to strengthen coalition capacity, elevate best practices, and advance policies that improve access to oral health care to ensure coalitions are effective agents of change in their communities and across the nation.

Position Overview

The Communications and Meetings Coordinator is a new position that will be responsible for building and maintaining a consistent, credible public presence for ANOHC and supporting virtual and in-person member meetings. This role leads day-to-day communications, including social media, content creation, newsletters, and website updates, assists with creating template communications tools for ANOHC members, and supports virtual member meetings and an in-person annual meeting.

Key Responsibilities

Communications Strategy and Content Management

- Create and manage a content calendar and posting cadence across online channels, including the ANOHC website, LinkedIn, and Facebook
- Draft, schedule, and publish content that maintains a consistent voice, tone, and visual identity
- Create repeatable content formats (e.g., coalition highlights, event promotion, key updates)
- Develop and manage a simple process for staff and board content contributions
- Monitor performance metrics and recommend improvements
- Share content with ANOHC members in a way that makes it simple for them to share in their online channels

Newsletter Development and Execution

- Lead the development and distribution of an ANOHC newsletter as the primary content engine
- Coordinate content inputs from staff, board, members, and partners
- Draft, edit, and publish newsletters on a consistent schedule
- Repurpose newsletter content into social media posts and other communications
- Develop a template ANOHC members can use to create their own newsletters

Website Management and Content Updates

- Maintain and regularly update the ANOHC website to ensure content is current, clear, and useful
- Strengthen messaging to clearly communicate who ANOHC is and what it does
- Coordinate with web designer to manage updates, quality assurance, and content uploads
- Support improvements that create a more functional and user-friendly website experience, including easier access to resources
- Develop a template ANOHC members can use to create their own websites

Meeting and Engagement Support

- Support planning and promotion for ANOHC meetings and events, including roundtables, webinars, ANOHC Connect sessions, and annual member meeting
- Manage communications and logistics for virtual events, including registration, reminders, and follow-up
- Assist in the organization and design of the annual in-person member meeting

Qualifications and Skills

- Strong writing and editing skills, with the ability to translate rough drafts into polished content
- Highly organized and deadline-driven, with the ability to manage multiple timelines and priorities
- Experience managing social media platforms and content calendars
- Comfort working with website platforms and coordinating updates
- Strong visual and communication instincts, with a preference for clean, clear, modern content
- Ability to work independently, propose plans, execute, and report on progress
- Ability to travel occasionally for in-person meetings or events

Position Details:

- Type: Staff, salaried, non-exempt, grant-funded
- Location: Fully remote; open to candidates based anywhere in the U.S.
- Time Commitment: Part-time
- Compensation: \$40,000-45,000 plus benefits, commensurate with experience and scope of work
- Travel: Occasional national travel required (e.g., annual member meeting)
- Reports to: ANOHC Executive Director

To Apply:

Please submit a resume, cover letter, writing sample, and three references to tdorf@anohc.org. Applications will be accepted until April 27, 2026, or until the position is filled.