



Mission: The Inland Empire Breastfeeding Coalition, a partnership of community members, is committed to strengthening support for breastfeeding through increasing awareness, creating and coordinating collaboration, and mobilizing resources to fill identified gaps.

Position Description

Position Title: Educational Programs Coordinator (Independent Contractor)[Educational Programs Coordinator](#)

Reports To: Board of Directors' President

Hours per Month: 15-20 (may be more the first month)

Hourly Pay: \$14.00 - \$16.00 per hour (depending on experience)

Location: Coalition serves **Riverside and San Bernardino Counties**

Position is based at-home

General Description:

Under the direction and guidance of the Inland Empire Breastfeeding Coalition (IEBC) Board of Director's President, the Educational Programs Coordinator of the IEBC is responsible for building and sustaining the Educational Programs Component of the Coalition. Main activities will include:

1. Developing and Implementing annual plan for IEBC Monthly Membership Meeting educational sessions
 - Coordination of all aspects of ensuring speakers/topics for each meeting,
 - Coordination of audio-visual needs of speakers and communicate needs with Regional Perinatal Programs contact,
 - Coordination of preparing promotional flyers, submitting information to IEBC webmaster and key distribution lists, hand-out copies/packets for distribution at meetings,
 - Obtaining and compilation of program evaluations by attendees;
2. Developing and implementing annual plan for semi-annual full-day IEBC Lactation Seminars

- Coordination and overseeing of all aspects of seminar program (using IEBC Seminar Tasks Tracking Sheet),
- Collaborate with the Director of the Breastfeeding Task Force of LA to share speakers and speaker costs,
- Development of Memorandums of Understanding with Breastfeeding Task Force of LA for approval by the IEBC Board of Directors,
- Negotiation of space location (in writing),
- Negotiation of lunch and snacks (in writing),
- Coordination with hosting location on all physical aspects of seminar,
- Coordination of audio-visual needs of speakers and communicate needs with hosting location's contact,
- Coordination of registration process,
- Coordination of hand-out copies and packet development for distribution at seminars,
- Coordination of continuing education units (CEUs),
- Ensuring that signage is prepared and posted as well as sign-in sheets, CEU certificates, name tags and evaluations;

3. Obtaining CEU Provider Status for IEBC;

4. Promoting of all educational programs within the Coalition and to potential Community Partners through a variety of mediums;

5. Attendance at IEBC Board Meetings to present 'Monthly IEBC Education Programs Report' to Board of Directors;

6. Attendance at IEBC General Membership Meetings to introduce monthly education speakers and to promote upcoming educational programs;

7. Development and submission to IEBC Board President a 'Monthly Education Programs Report';

8. Providing IEBC Webmaster with all pertinent Educational Programs information for website posting;

9. Working closely with the Membership and Fund Raising Coordinator regarding membership and fund raising activities at educational program events;

10. Completion of required paperwork to document all work activities and work time:

- Posting monthly (and updating as needed) of working calendar and other pertinent information on Shared Google Docs,
- Submitting invoice for reimbursement of work time to IEBC Board Treasurer by the 5th working day of the month for work completed in the previous month;

11. Other duties approved by the IEBC Board of Directors and assigned by the IEBC Board President.

Qualifications:

Interest in the field of lactation.

Breastfed at least one baby for at least 1 year.

- Experience coordinating educational events in this or related field is preferred.

Strong organizational skills. Able to oversee several on-going projects simultaneously.
Strong understanding of effective marketing techniques.
Exceptional interpersonal skills including ability to communicate and negotiate effectively with physicians, other health professionals, hospital education event coordinators, human resource managers, corporate sponsors, grant program funders and political leaders.

Reliable transportation.

Ability to work effectively with the Board of Directors to help develop strategic plans and objectives for the educational programs component of the IEBC.

Strong computer skills.

Self-starter and independent worker.

Supervision:

The Inland Empire Breastfeeding Coalition Executive Director is supervised by the Inland Empire Breastfeeding Coalition Board of Directors and day-to-day work is overseen by the IEBC Board President.

Continuation of Position:

Dependent on the availability of funds.

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1-9-10