



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 22-063

POSITION: **Health Promotion Specialist**      OPENING DATE: **11/23/2022**

NO. OF VACANCIES: **1**      CLOSING DATE: **12/09/2022**

SALARY: **\$30,823.52 - \$35,682.40**

PAY LEVEL: **05/01 – 05/04**

LOCATION: **Maternal, Infant, Child & Adolescent Health Program  
Commonwealth Healthcare Corporation, Saipan**

#### NATURE OF WORK:

Under the general supervision of the Maternal, Infant, Child & Adolescent Health (MICAH) Programs Administrator, the Communications & Marketing Specialist provides a critical role health promotion and population health services access by promoting programs and services, coordination the design of promotional material, distributing in online and offline channels, and advertising services, events and other related health information on various media outlets. This individual will work collaboratively with the CHCC Communications Specialist(s), Public Health Educators, Outreach Workers, and Program or Project Coordinators to ensure coordinated and consistent messaging, communications, and marketing strategies.

#### DUTIES:

- Promote health and wellness programs and services during events
- Coordinate the design of promotional material and distribute in online and offline channels
- Advertise our CHCC products/services on various media
- Plan interviews and press conferences
- Maintain social media and website profiles, completing updates and information changes as needed
- Craft and send regular press releases, social media posts with CHCC MICAH services, programs, and activity updates.
- Develop and maintain a repository of stock images for marketing materials
- Serve as unit lead for communications and marketing campaigns
- Track performance and evaluation measures for marketing campaigns
- Join social media groups and professional platforms to discuss health-related topics
- Monitor CHCC website and social media pages and address clients' queries
- Network with health experts and potential clients, patients, or partners to drive brand awareness
- Gather customer/patient feedback to inform quality improvement and change strategies
- Develop, monitor, and reports on annual communications and marketing plans for the unit
- Work with Program/Project Coordinators to monitor and expend communications and advertising funding in accordance to approved project work plans
- Serve as the unit point of contact on community events and activities
- Performs other related duties as assigned.

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job related medical condition or disability, or any legal protected status.

## **QUALIFICATION REQUIREMENTS:**

**Education:** Bachelor's Degree in Health Education and Health Promotions, Communications, or related field.

**Experience:** One (1) year of experience in health education and/or related experience.

**Must have a valid CNMI Driver's License.**

## **KNOWLEDGE, SKILL & ABILITY:**

- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## **OTHER:**

- Proven work experience as a Marketing or Communications Specialist or similar role
- Hands-on experience with web content and management tools
- Proficiency in Microsoft Office
- Experience with marketing campaigns on social media
- Excellent verbal and written communication skills
- Good presentation skills

## **CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

## **OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Covered**”, or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm, however facility hours are 24 hours / 7 day per week. The **Health Promotion Specialist** position will be required to work a fixed work schedule; incumbent can opt to have a Compressed Work Schedule enabling full-time employees to complete basic 80-hour bi-weekly work requirement in less than 10 days. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security; subject to funding availability through federal funds awarded to *Vaccines for Children* not to exceed 06/30/2024 and the *Maternal & Child Health Services* not to exceed 09/30/23.

### ***Note(s):***

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

## **INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

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*Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)*

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

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**Note:** *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*