We’re Hiring

CORE is a disaster-relief nonprofit offering free COVID-19 testing in the Metro Atlanta area and across the nation. CORE’s Georgia-based Communications Team is seeking for immediate hire a Community Outreach Specialist (full time) and a Marketing Coordinator / Content Creator & Photographer (part time).

Interested applicants should send a resume to Michael Simmons at michael.simmons@coreresponse.org.
Community Outreach Specialist

In response to the COVID-19 pandemic, CORE (Community Organized Relief Effort) is providing free COVID-19 testing in partnership with local governments and community-based organizations, with a mission of providing testing when and where it is most needed. Local governments have testing kits and PPE but don’t typically have the resources or infrastructure to service the communities that need testing to quell the spread of the virus, particularly in underserved areas that have less access to health care and are being disproportionately impacted by the disease. CORE leverages community-based partnerships to bring mobile testing units into the communities that are most at-risk and have the least access to health care. CORE’s goal is to expand access to COVID-19 relief (currently testing and contact tracing) for communities in need across Georgia and continue building the infrastructure and relationships needed to be able to rapidly administer vaccines once available.

Job Description:
• Understand and effectively communicate CORE’s mission, vision, core values & strategic direction to external groups.
• Implement and support communications and community outreach strategy for CORE Georgia.
• Identify strategic opportunities and connections with stakeholders and the community-at-large and prospect for ideas and initiatives to serve.
• Recruit, train, and direct community volunteers and oversee all services provided by volunteers and community partners.
• Maintain strong, authentic relationships with stakeholders, cultivating relationships across diverse communities.
• Work with the Communications and Community Outreach Manager to determine and set community outreach goals.
• Provide content for website updates, social media and newsletter, email marketing, and print collateral as tools for fostering community engagement, while ensuring consistent messaging and high levels of editorial quality.
• Responsible for CRM database management, reporting, and system assessment.

Qualifications
• Excellent written and verbal communication skills, with an emphasis on interpersonal skills and the ability to thrive in a highly collaborative organization. Able to work effectively as part of a small, proactive team.
• Experience working in cross-cultural, international environments and with vulnerable populations is strongly preferred.
• 2-5 year’s experience in community organization or outreach, customer service, and/or volunteer or community engagement role; mid-level nonprofit experience preferred.
• Bachelor’s in communications, community organization, nonprofit management, community
engagement, intercultural communications, public health or related field.

**Skills**

- Effective networker and experience in strengthening relations with development partners across the full range of disciplines, including communications and sponsor relations.
- Flexibility to adapt to changing priorities and needs of the organization and adaptability in work style and work schedule, including ability to work for extended days and on weekends during critical points in the program.

**Requirements**

- Must be able to attend regular in-person community outreach partner meetings and testing site visits.
- Language – English required; multilingual is a plus.

***Interested applicants should send a resume to michael.simmons@coreresponse.org.***
Marketing Coordinator and Content Creator & Photographer

In response to the COVID-19 pandemic, CORE (Community Organized Relief Effort) is providing free COVID-19 testing in partnership with local governments and community-based organizations, with a mission of providing testing when and where it is most needed. Local governments have testing kits and PPE but don’t typically have the resources or infrastructure to service the communities that need testing to quell the spread of the virus, particularly in underserved areas that have less access to health care and are being disproportionately impacted by the disease. CORE leverages community-based partnerships to bring mobile testing units into the communities that are most at-risk and have the least access to health care. CORE’s goal is to expand access to COVID-19 relief (currently testing and contact tracing) for communities in need across Georgia and continue building the infrastructure and relationships needed to be able to rapidly administer vaccines once available.

Marketing Coordinator Job Description:
• Work closely with the Communications and Community Outreach Manager to develop and execute marketing goals and design marketing collateral that can be communicated appropriately and effectively among target audiences to raise awareness of CORE in the local community.
• Create informational resources and marketing collateral and share collateral with CORE teams nationwide.
• Understand and effectively demonstrate CORE’s mission, vision, core values & strategic direction to external groups through marketing content.
• Coordinate marketing for community testing events, including supporting logistics, managing registrations, coordinating with partners, designing and/or ordering marketing collateral.
• Evaluate and monitor campaign performance on an ongoing basis by analyzing key metrics and creating comprehensive reports.
• Collaborate with internal teams to design partner and community resources that may include funding resources, educational guides, presentations, proposals, and partner and internal recognition materials that may include: CORE collateral, annual report, website, and presentations.

Content Creator & Photographer
• Produce photography and videographer content, update website, create social media and newsletter content, support email marketing, and create print collateral for effective marketing.
• Create content for website updates, social media and newsletter, email marketing, and print collateral as tools for fostering community engagement, while ensuring consistent messaging and high levels of editorial quality.
• Assist Digital Marketing Manager with developing and managing content and social media marketing programs, including blogs and public relations efforts.
• Take professional pictures in a studio or on location.
Qualifications
• 1-3 years’ experience in marketing, content creator, graphic design, photography, videography role; entry-level nonprofit experience preferred.
• Excellent organizational skills and program coordination skills, including a demonstrated ability to efficiently plan, organize, and manage projects with limited direct supervision.
• Excellent written and verbal communication skills, as well as outstanding copywriting and proofreading skills with an emphasis on interpersonal skills and the ability to thrive in a highly collaborative organization. Able to work effectively as part of a small, proactive team.
• Knowledge of Adobe PhotoShop, Illustrator, Sketch, InDesign, and other graphic design software.
• Experience using CMS platforms (Squarespace) and CRM systems (Smartsheet & Salesforce) for contact management
• Bachelor’s in marketing, advertising, business administration, graphic arts, design, creative content creation, film, digital media, communications, or related field.

Skills
• Detail-oriented, able to work well under deadlines and in a fast-paced environment, demonstrate critical thinking skills and work both independently and collaboratively with diverse stakeholders.
• Flexibility to adapt to changing priorities and needs of the organization and adaptability in work style and work schedule, including ability to work for extended days and on weekends during critical points in the program.

Requirements
• Must be able to attend regular in-person marketing partner meetings and testing site visits.
• Language – English required; multilingual is a plus.
• This position may start as a part-time role (~20 hours per week) and advance to a full-time position. The role can be fulfilled by one full-time or two part-time employees.

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We’re Hiring

CORE Response is running fixed and mobile COVID-19 testing sites around the Atlanta area to offer testing for free to anyone who wants it. We are currently recruiting Program Associates to help operate our mobile and fixed test sites throughout the Greater Atlanta area and beyond. Duties include driving, registering guests, preparing test kits, directing traffic, managing inventory, working safely with the public, and more.

We provide full PPE, lunch, and additional equipment as needed. If interested, please fill out our CORE Georgia Staff Recruitment Form AND send your resume to humanresourcesGA@coreresponse.org. Thank you!
CORE is a humanitarian non-profit organization seeking a Program Associate to join its team, based in Alpharetta, to assist with the CORE COVID-19 Response Team, in a low-risk category as explained by the CDC. For this position, we require a minimum commitment of three months, working at least (3) six-hour shifts per week. Qualified applicants should be able to start immediately. This is a full-time position that pays $15.00 per hour. Positions are available at our Mobile or Fixed sites and will depend on your transportation.

**Responsibilities**

- Assist in field-based humanitarian response activities to support the City of Alpharetta/Fulton County’s efforts to run COVID-19 testing clinics.
- Take direction and remain on task.
- Clearly communicate to visiting patients in navigating thru the testing site.
- Providing coaching and instructions to patients to self-administer test.
- Participate in safety training program.
- Adhere to safety protocols at all times.
- Assist in the management and monitoring of inventory.
- Follow all CORE procedures.
- Willingness to take a COVID-19 test regularly.

**Qualifications**

- Must demonstrate patience, empathy, and conscientiousness.
- Readiness to commit and adhere to the values, mission and vision of CORE.
- Must be able to stand in two-hour intervals in personal protective equipment.
- Must be comfortable working outside and in exposed weather conditions.
- Must have reliable transportation to and from work site.
- Must be able to carry up to 20lbs.
- Responsive, motivated, willingness to take initiative.
- Excellent communication skills.
- Proficient in English.
- Ability to cope with stress, adhere to deadlines and respect line management.
- Attention to detail, well organized, and proactive.
- Helpful to live near Alpharetta.
- Familiarity of Gmail is helpful.
- Proficient in English. Bilingual in Spanish or another language is of interest to our organization.

CORE is an equal opportunity employer that values diversity at all levels.
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Responsibilities

- Transport van to and from test site location
- Load and unload van at warehouse and test site
- Assist in field-based humanitarian response activities to support the City of Alpharetta’s efforts to run COVID-19 testing sites.
- Take direction and remain on task.
- Clearly communicate to visiting patients in navigating thru the testing site.
- Providing coaching and instructions to patients to self-administer test.
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