



## HELP BUILD A HEALTHY TALBOT!

### Independent Contractor Position Opening as of September 1, 2022

#### Talbot Family Network - Healthy Talbot Coordinator

#### Resource Directory, Website, and Social Media Management, and Graphic Design

The Healthy Talbot Coordinator is the administrative and creative lead for managing all Healthy Talbot assets including but not limited to the online and print directories, website, and social media. [Healthy Talbot](#) is a project of [Talbot Family Network](#), the county's Local Management Board, aimed at increasing access to local resources for individuals and families in Talbot County, Maryland.

This is a part-time opportunity (up to 40 hours/month). Hourly rate is \$25 - \$30 based on experience. The contractor bills Talbot Family Network monthly for hours worked. Responsibilities include:

- ✓ Collect, organize, write, prepare, and update content for the Healthy Talbot website and print media including, but not limited to: topic resources on the Healthy Talbot website, resource directory, social media, and monthly newsletter.
- ✓ Establish relationships with contacts in partner agencies, community organizations and programs to develop an accurate resource list and topic content material; update list as needed.
- ✓ Assist with outreach and advertising of Healthy Talbot website and guide through community partnerships, community events, print advertising and sponsorships, and collaboration on outreach projects. This includes tabling at local fairs, festivals, and other community events.
- ✓ Assist with outreach and advertising of Talbot Family Network, the Local Care Team, and the Talbot County Hunger Coalition through community partnerships, community events, print advertising and sponsorships and collaboration on outreach projects.
- ✓ Work with Talbot Family Network's vendor to maintain the Healthy Talbot website.
- ✓ Provide graphic design services for Healthy Talbot and Talbot Family Network projects.
- ✓ Ensure that content and materials are culturally sensitive and promote the mission of Talbot Family Network.

Experience using Adobe InDesign and WordPress is desired.

For additional information, contact TFN Executive Director, Nancy Andrew, at 410-200-5532 or [director@talbotfamilynetwork.org](mailto:director@talbotfamilynetwork.org).

#### TO APPLY – Respond to [director@talbotfamilynetwork.org](mailto:director@talbotfamilynetwork.org)

- Submit a personal or business resume and include your desired hourly rate range in the email.
- Provide 3-5 examples of prior work to demonstrate qualifications for this opportunity (web links or URLs are preferable).

Posted 6/22/2022