

**West Virginians for Affordable Health Care (WVAHC)  
Story Collection Coordinator  
Job Description**

**1. Title**

Story Collection Coordinator

**2. Overall Responsibility**

The Story Collection Coordinator is a full-time (40 hours a week), temporary grant-funded position working to collect, develop, and share Medicaid success stories as part of our West Virginians Together for Medicaid Campaign (WVTFM). The position will begin on May 1, 2018 and end April 30, 2019. The Coordinator is responsible for identifying individuals in the communities across West Virginia impacted by healthcare policy and assisting in dissemination of these experiences at events, in the media, to the public, and to our policy makers. WVACH is a consumer directed nonprofit health care advocacy organization located in Charleston, West Virginia.

The Story Collection Coordinator does not need to be based in Charleston. The successful applicant will need to travel frequently across the state.

**3. Accountability**

The Story Collection Coordinator shall be directly accountable to and receives direction from the West Virginians Together for Medicaid Director and indirectly the WVAHC Executive Director.

**4. Responsibilities**

**a. Community Outreach and Story Collection**

- Collect, develop and deploy consumer stories in a story sharing campaign focused on Medicaid
- In cooperation with the WVTFM Director develop a detailed one-year workplan for the project
- Develop a Storybanking kit and training by adapting materials available from the national funding partner
- Build relationships with statewide and local organizations who can contribute to the campaign's story-collection efforts
- Identify and interview West Virginians impacted by Medicaid and document their stories respectfully and with ethical considerations while guarding confidentiality as appropriate.
- Draft interview notes, personal stories, testimonials and letters. Record video as necessary.
- Document all necessary permissions and waivers and maintain in an organized system. All documents are the property of WVAHC.
- Work with West Virginians Together for Medicaid Director to share Medicaid stories with federal and state policymakers.
- Work with the West Virginians Together for Medicaid Director to prepare and share Medicaid stories with the media in the form of press releases, Op-eds, press conferences, media events, and radio and television interviews.
- Share Medicaid stories in social media and on WVAHC and WVTFM websites.

- Incorporate story consumers into existing advocacy events such as community meetings, meetings with policymakers, and health care education events.
- Organize and successfully run public events.

**b. Administrative**

- Maintains administrative reports and statistical information on activities as assigned.
- Ensure that policies and procedures are being followed.
- Oversees grant projects and prepares required grant reports.
- Attend committees and coalitions as assigned.

**c. Financial**

- Contribute to grant writing efforts as requested.
- Ensure that grant project is adherent to budget.
- Prepare invoices and expense reports in relation to grant expenses.
- Prepare a monthly contractor invoice and submit to Executive Director for reimbursement on a monthly basis.

**d. Organizational**

- Develops and maintains storybank for WVAHC and WVTFM.
- Maintains communication with, and provide assistance to, coalitions, project volunteers, and grantees as assigned.

**e. Education and Outreach**

- Assists with public education, trainings, and information efforts related to Storybanking project to include talking to media outlets, public speaking, social media, and contributing to newsletter.
- Work with communications contractor as necessary in regards to communication and design needs for Storybanking project.

**5. Skills and Knowledge Required**

- Excellent communicator with interpersonal skills and the ability to build rapport and trust.
- Strong writing and editing skills, as well as the ability to adopt the style, tone, and voice accordingly when documenting personal stories.
- Well organized and detail oriented with the ability to prioritize multiple tasks and meet deadlines.
- Ability to establish and maintain effective working relationships with many different stakeholders and constituencies.
- Knowledge of issues and initiatives that affect low-income people.
- Past experience producing content for the web. Knowledge of how to use Facebook, Twitter, etc.)

**Education**

Bachelor's degree in a related field.

**Compensation**

This is a one-year contract position. The contractor will be paid \$36,000 or \$3,000 a month May 1, 2018-April 30, 2019. At this time there are no fringe benefits available for the position.

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**To Apply:**

Application deadline is April 27, 2018.

Submit a letter of intent, a resume, two writing samples, and contact information for three references to:

Chantal Fields, Executive Director  
West Virginians for Affordable Care  
[chantal@wvahc.org](mailto:chantal@wvahc.org)  
681-265-9008