JOB DESCRIPTION

Position Title: Communications Associate

Reports to: Chief Communications Officer

Employment Category: Full-Time

POSITION SUMMARY:
The Jewish Healthcare Foundation (JHF) seeks an enthusiastic and creative communications associate to work effectively with the communications team to support the needs of the Foundation and the Foundation’s three operating arms, the Pittsburgh Regional Health Initiative (PRHI), Health Careers Futures (HCF), and the Women’s Health Activist Movement Global (WHAMglobal), all of which are co-located with the Foundation. This position reports to the Chief Communications Officer. The primary responsibility of the communications associate is communicating to critical and varied audiences the intent and accomplishments of the activities, events, demonstrations, and grantmaking of the Foundation. The communications associate will be responsible for writing and proofreading assignments, and contributing to the Foundation’s digital media, including the monthly newsletter, websites, and social media accounts. Other communications support functions are noted below.

PRIMARY RESPONSIBILITIES:
- Write compelling stories, summaries, and presentations regarding the Foundation’s initiatives, trainings, and events
- Manage communications contact database with stakeholders across programs
- Generate content for assigned Foundation websites and social media; proactively and systematically review and develop web and social media content for expanded JHF/PRHI/HCF/WHAMglobal presence, ensuring accuracy and timeliness of information presented
- Translate healthcare data, policy, discovery, and advocacy into language and stories that will connect with intended audiences
- Write and proofread the Foundation’s collateral as assigned
- Assist with creating written outreach and marketing materials for events
- Assist in creating presentations, PowerPoints, and written materials needed for conferences and speaking engagements of senior staff
- Perform other duties as assigned
POSITION REQUIREMENTS:

**Education:** Bachelor’s degree in communications, marketing, writing, journalism or related field required, advanced degree in communications, marketing or a related field a plus, but not required. Candidates without a communications-related degree, but with work experience in marketing, communications, and digital media may also apply.

**Experience:** Successful candidates should have a minimum of one years’ work experience or the equivalent in communications, including writing, proofreading, content creation and implementation using multiple communication channels (digital, social media, print, and video). They should have a willingness to work occasional evenings when there are events or special assignments.

**KEY COMPETENCIES:**
- Proven ability to work under pressure, meet deadlines, handle a variety of tasks simultaneously, and communicate and work effectively with various constituencies to accomplish assigned tasks
- Strong writing and proofreading skills including great attention to detail; proven interviewing skills, ability to write clearly and compellingly for varied audiences
- Practical experience in web and social media strategy; able to support and enhance content development and implementation effort
- Proficiency with Microsoft Office suite, WordPress or other content management systems, electronic publishing software, Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Experience with Adobe Design Suite desired, but not required
- Proficiency with email marketing development and management
- Graphic design and video editing skills a plus
- A style that is results-oriented, innovative, and collaborative

**TRAVEL REQUIREMENTS**
Occasional travel to project sites.

**OTHER REQUIREMENTS**
Event and meeting support requires flexibility since some occur in the evening. Approximate 8-10 per year.

**GENERAL EXPECTATION**
As expected of all employees of the Jewish Healthcare Foundation, the communications associate will abide by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the work place. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

Salary based on education and experience.

Applications (including a resume, cover letter and list of references) should be sent to: careers@jhf.org.