



## **JOB DESCRIPTION**

**Position Title:** JHF Health Writer

**Reports to:** Chief Communications Officer

**Employment Category:** Full-Time

### **POSITION SUMMARY:**

The Jewish Healthcare Foundation (JHF) seeks an enthusiastic and creative health writer 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 and covers communications for the Foundation and its operating arms. The primary responsibility of the health writer is communicating to critical and varied audiences the intent and accomplishments of the activities, events, demonstrations, and grantmaking of the Foundation. The health writer will be responsible for the Foundation's monthly newsletter, and also manage the Foundation's digital media – creating, monitoring, and updating content for websites and social media – and assist with media relations and outreach. Other communications support functions are noted below.

### **PRIMARY RESPONSIBILITIES:**

- Write compelling stories, summaries, and presentations regarding the Foundation's initiatives, trainings, and events
- Translate healthcare data, policy, discovery, and advocacy into language and stories that will connect with intended audiences
- Assist with media relations outreach
- Lead the generation of 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
- Layout and manage the monthly print and email newsletter
- 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, Public Relations, Journalism or related field required, advanced degree in a healthcare-related field a plus, but not required. Candidates without a healthcare-related degree, but with work experience in marketing, communications, and social media for a health-related organization may also apply.

**Experience:** Successful candidates should have a minimum of two years' work experience or the equivalent in communications, including content creation and implementation using multiple communication channels (digital, social media, print, and video), preferably in a healthcare-related organization(s). 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 skills; proven interviewing skills, ability to write clearly and compellingly for varied audiences.
- Familiarity with media relations best practices; media outreach experience a plus.
- Relationships with local media not required but highly desirable
- Strong understanding and practical experience in web and social media strategy; able to support and enhance content development and implementation effort; any level of knowledge of HTML a plus.
- 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 ability for 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 Health Writer 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](mailto:careers@jhf.org).