



JOB DESCRIPTION

Position Title: Communications Associate

Reports to: Chief Communications Officer

Employment Category: Full-Time

The Jewish Healthcare Foundation (JHF) is a grantmaking organization formed from the sale of Pittsburgh's Montefiore Hospital. It is the parent organization for three operating entities: the Pittsburgh Regional Health Initiative, Health Careers Futures, and the Women's Health Activist Movement Global (WHAMglobal). Together, these entities work to improve the delivery of health care, the education and preparation of healthcare professionals to deliver high value care, and the policy environment that supports healthcare performance excellence in Western Pennsylvania, state-wide, in the U.S., and internationally. Their collective mission is to produce systems of care that are as safe, reliable, equitable, efficient, and compassionate as possible. JHF entities are the recipients of significant national, state, and local grants to test better methods of healthcare delivery. In particular, their programs and projects advance, and then test, solutions to the safety and quality problems in health care by:

- Educating or coaching health professionals to use Quality Improvement methods
- Demonstrating better methods of delivering care through demonstrations and research
- Measuring, analyzing, and reporting on the outcomes of care
- Advancing evidence-based solutions through policy advocacy
- Convening experts regionally, statewide, nationally, and even globally to advance safety

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. The primary responsibility of the communications associate is composing stories associated with our work to "humanize" and translate project data in order to connect to a wider audience. The communications associate will be responsible for the Foundation's monthly newsletter, and also manage portions of the Foundation's digital media – helping

to create, monitor, and update 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, operating arms, and events
- Translate healthcare data, policy, and advocacy into language that will connect with intended audiences
- Assist with media relations outreach
- Lead the generation of content for the website and related 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 event planning and implementation including creating written outreach and marketing materials
- Assist in creating presentations 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 and social media for a health-related organization may also apply.

Experience: Successful candidates should have a minimum of one 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 necessitate.

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 ability to work collaboratively within communications department and across all other projects and functions.

TRAVEL REQUIREMENTS

Occasional travel to project sites

GENERAL EXPECTATION:

As expected of all employees of the Jewish Healthcare Foundation, the successful applicant 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 workplace. 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.

OFFICE LOCATION: EQT Plaza, 625 Liberty Ave., Suite 2500, Pittsburgh, PA 15222

Note: The Position is full-time, and may begin as semi-remote, but will transition to in-person/in-office when public health guidelines allow.

Salary based on education and experience.

To apply, please send a resume and cover letter to careers@jhf.org with the subject line: "Communications Associate."