



HEALTH FEDERATION OF PHILADELPHIA

The keystone of community health since 1983

Job Title:	Communications Coordinator
Department/Program:	Population Health
Reports to:	Senior Director, Population Health
FLSA:	Exempt
Status:	Full time (37.5 hours/week)
Supervises:	-----

JOB SUMMARY

The Communications Coordinator will support Senior Staff and Program Managers in implementing the organization's strategic communications plan to enhance internal and external agency communications. We are seeking an outstanding writer/editor with design capability who can quickly digest complex content and produce high quality materials for a variety of audiences.

This individual will work across programmatic areas at the Health Federation, and therefore, will need to be able to set priorities and manage time well. Salary range is \$50-60,000.

JOB SPECIFICATIONS

Responsibilities/Duties

- Develop and update organizational printed materials and website, in conjunction with program managers and senior staff.
- Monitor and assure that all communications vehicles have a unified brand identity and meet production quality standards.
- Write, edit and design fact sheets, brochures, and organizational and program descriptions for a variety of communications and fundraising purposes.
- Assist program managers and directors in developing presentations and posters for conferences and meetings.
- Assist with proactive media outreach and reactive media responses as needed.
- Work with communications consultant, external graphic designers, web designer, and/or photographers as needed to develop and maintain materials, and to develop and implement specific projects or campaigns that require outside expertise.
- Provide content for and manage Facebook, Twitter and other social media accounts

Education

- Bachelor's degree, preferably in English, Journalism, or Communications

Skills/Experience

- The number one qualification for this position is outstanding writing and editing abilities – the ideal candidate will be able to absorb new, complex material quickly, and generate excellent written product in a short period of time.
- Experience with design of electronic and print materials, familiarity with Adobe Creative Cloud (InDesign, Illustrator, Photoshop).
- Excellent organizational skills
- At least 5 years of experience in nonprofit communications. Some background in PR/Marketing highly preferred.
- Enthusiasm for the mission of the Health Federation
- Some background in healthcare and/or human services highly desirable
- Ability to work independently and across departments

Work Environment:

Standard office setting with extended periods at work station and periodic use of office equipment.

Position Type and Work Schedule:

Full time position - typical hours are Monday through Friday 8:30 am to 5:00 pm.

Travel:

Minimal to none

Physical Demands:

Standard office work

Salary and Benefits:

Our employees are our most valuable resource, so we offer a competitive and comprehensive benefits package, which can include:

- Medical with vision benefits
- Dental insurance
- Flexible spending accounts
- Life, AD&D and long term care insurance
- Short- and long-term disability insurance
- 403(b) Retirement Plan, with a company contribution
- Paid time off including vacation, sick, personal and holiday
- Employee Assistance Program

Eligibility and participation is handled consistent with the plan documents and HFP policy.

Click Here To Apply:

<http://smrtr.io/uHLxyw>

In addition to your application, please include responses to the following questions in a cover letter:

1. We're excited that you're interested in our Communications Coordinator role! Tell us why you're excited about the possibility of joining the team.

2. The Communications Coordinator reports to the Senior Director of Population Health and will serve as the sole communications person in our organization. Tell us about your experience in terms of working as a team of one. What did/do you like best about working in a solo capacity? Least?

3. The Communications Coordinator is accountable for **writing organizational materials, media relations, social media**, and **graphic design**, as well as other responsibilities. Tell us about your experience and be sure to include details about your strengths and growth areas in these 4 components of a communications role.

DISCLAIMER

The Health Federation reserves the right to modify, interpret, or apply this job description in any way the Company desires. The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This job description in no way implies that these are the only duties, including essential duties, responsibilities and/or skills to be performed by the employee occupying this position. This job description is not an employment contract, implied, or otherwise. The employment relationship remains “at will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

The Health Federation of Philadelphia (HFP) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or preference, marital status or any classification protected by federal, state or local law.

The Health Federation is committed to building a culturally diverse staff and strongly encourages applications from people of color, people with disabilities, and veterans.