

Job Posting: Health Communication Coordinator

(1 Full-Time Position in Northampton, MA or Rockville, MD)

This is us

CommunicateHealth is a mission-based consulting company that helps public and private sector organizations simplify health information. We design healthcare services, personal health tools, public health and emergency communications, and innovative interactive media. We employ a talented team of plain language writers, designers, developers, researchers, and usability specialists dedicated to creating health information and services that are attractive and easy to use. We're committed to making a difference in the world and in the lives of our employees. Check us out at www.communicatehealth.com.

This is you

You are a motivated self-starter with excellent organizational skills and a strong interest in health communication. Your perfectionist's eye for detail applies whether you're coordinating schedules, crafting an email, or capturing meeting notes. You are comfortable holding all the pieces of a project and can follow-up on action items with colleagues to see tasks through to completion. In addition, you:

- Have strong writing skills — and can perform writing assignments with little supervision.
- Are an effective verbal communicator, both in-person and by telephone.
- Have the ability to work on multiple time-sensitive projects with ease.
- Thrive in a fast-paced, flexible work environment.

Responsibilities

Provide support for health communication, content development, and website maintenance projects. Tasks may include:

- Helping to write content for print, web, and social media
- Helping to maintain content and images for large federal health websites by using content management systems



- Conducting Internet research and environmental scans on identified concepts or parameters

Coordinate day-to-day activities of projects. Tasks may include:

- Supporting multi-disciplinary teams of writers, designers, researchers, and web developers, using project management software to track the status of tasks
- Scheduling client and team meetings
- Drafting meeting agendas and taking meeting notes, and writing clear and error-free communications with clients
- Maintaining project schedules and timelines
- Keeping project files organized on a shared company-wide, cloud-based file server

Support internal CH work. Tasks may include:

- Onsite administrative tasks
- Interfacing professionally with high-level clients
- Assisting with maintenance and research tasks for CH's public health stock photo marketplace, Picture Public Health

Qualifications

- You hold a Bachelor's degree in a related field such as communication, public health, English, or the social sciences.
- You have 1-2 years of professional or internship experience.

Preferred

- You have experience with project coordination, including managing schedules and timelines.
- You have experience with office administration in a busy environment with a mix of remote and on-site staff.
- You have experience with health communication and/or public health.
- You have experience in website content maintenance including content management systems such as Drupal and basic HTML.



- You have demonstrated familiarity with health literacy principles.
- Solid working knowledge of common operating systems and software including iOS for Mac. Comfortable with digital-based work, especially digital project management and collaboration tools and video conferencing.

How To Apply

Please send cover letter and resume to admin@communicatehealth.com.

CommunicateHealth is committed to workplace diversity and providing equal employment opportunities for all qualified applicants and employees. We offer highly competitive salaries.

As federal contractors, we are required to ask applicants to submit a voluntary Demographics form, at www.communicatehealth.com/company/contact/. No personnel selections are made based on this information.

