



POSITION ANNOUNCEMENT

Title: Communications Coordinator, Health Care Without Harm

Location: Virtual (Boston, MA, or Reston, VA preferred)

Posting Date: October 13, 2015

Closing Date: Open until filled

Organizational Overview

Health Care Without Harm seeks to transform the health sector worldwide so that it becomes ecologically sustainable and a leading advocate for environmental health and justice. With offices in the United States, Europe, Latin America, and Asia, HCWH is an international coalition of hospitals and health care systems, medical professionals, community groups, health-affected constituencies, labor unions, environmental and environmental health organizations, and religious groups.

In addition, HCWH's membership organization, Practice Greenhealth, is the nation's leading health care community that empowers its members to increase their efficiencies and environmental stewardship while improving patient safety and care through tools, best practices and knowledge.

Position Description

HCWH is looking for an experienced, articulate, and committed individual to support communication efforts on our U.S. national and regional advocacy work. You will work on fast-paced advocacy campaigns, longer-term projects, as well as day-to-day communications and marketing necessities. As an integral member of the communications team, you will help cultivate the HCWH narrative and amplify our messages across our healthier food, safer chemicals, and healthier climate programs.

Responsibilities

- Coordinate, produce, and disseminate a wide range of print and digital materials, including white papers, reports, press releases, op eds, blogs, email newsletters, and other content
- Identify and cultivate unique and powerful stories that will amplify HCWH's work
- Manage and grow HCWH's social media presence across our brands
- Support the development and implementation of a communications strategy for HCWH and its programs
- Coordinate the layout / design of reports and other resources
- Work with staff to ensure accurate and timely updates to website content

- Copy edit and proofread content and coordinate review by others of print publications, web content, marketing, events materials, etc.
- Help develop and execute media strategies aligned with program goals
- Track media coverage and maintain up to date lists of inquiries, published articles, and press contacts
- Collect and analyze metrics for web, print, and social media
- Support HCWH and its programs at annual CleanMed conference as needed

Qualifications

- Exceptional writing, editing, and communication skills
- At least three years experience in health communication, preferably in non-profit advocacy
- Experience working on environmental health, public health, health care, and / or climate change initiatives
- Demonstrated ability to meet deadlines
- Experienced with developing web content and managing social media campaigns
- Bachelors degree required, graduate degree preferred (English, journalism, communications, or related discipline preferred)
- Preferred: Experience in website content management, print design / layout, email marketing
- Works well independently and is self-motivated
- Strong organizational and interpersonal skills
- Experience representing an organization effectively to the public and responding appropriately to e-mail and phone inquiries.
- Proficient in MS Office (Adobe Creative Suite preferred)
- Ability and willingness to travel domestically.

What's In It For You?

- Work for an organization where the mission is inspiring and your colleagues are passionate and motivated.
- Work with staff that care deeply for the mission and the network of people carrying out that mission.
- Be part of an inspirational eclectic network.
- Fantastic benefits!

To Apply Or Inquire

Send cover letter, resume, and writing sample to Veronique Nagle, HR Director, HCWH, jobs@hcwh.org. In the subject line please indicate this description: "Last Name, First Name – HCWH CC Website". Only competitive candidates will be invited to participate further in the recruitment process. Position open until filled. Interviewing on a rolling basis. HCWH is an Equal Opportunity Employer.