



## **POSITION ANNOUNCEMENT**

*Communications Manager*

May 10, 2019

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a manager to design, implement, and lead the organization's communications plan that includes a broad range of communications and marketing tactics. The Communications Manager is responsible for developing and leading internal and external communication strategies to promote, enhance, and advance the goals, vision, and reputation of PHIMC. This position provides a unique opportunity for an individual to manage strategic communications for a rapidly growing organization and help position it for success. The Communications Manager will work closely with colleagues across the organization to ensure interconnection of PHIMC programs and to ensure consistent messaging and understanding of PHIMC's values brand and values. The Communications Manager will report to the Deputy Director of Strategy and Partnerships.

PHIMC promotes equity in all its work, and is committed to addressing systemic factors that perpetuate discrimination and injustice, particularly based on race, class, and gender. All PHIMC staff are expected to support these values.

### **Responsibilities:**

- Design, lead, and evaluate communications strategy for the organization that is aligned with our mission, vision, and values
- Lead the creation of content and serve as the editor in chief for internal and external products
- Design and develop graphic presentations, data visualizations, and information graphics to convey PHMC's story and impact
- Work with all PHIMC staff to ensure consistent messaging and understanding of the organization's brand
- Guide efforts to integrate the communications plan into internal operations in a way that increases the competency of all staff to communicate with members, partners, stakeholders and the general public
- Manage and grow the PHIMC outreach list and all external communications, including quarterly newsletter, website, YouTube, LinkedIn, and Instagram
- Serve as the liaison to media and prepare and disseminate press releases and media packets
- Conduct research on health communication strategies and make recommendations as necessary
- Coordinate pop-up appearances for the Protecting our Patients (POP) Campaign at conferences, meetings, and organizational events
- Develop and manage PHIMC co-branding strategy with new and existing partnerships
- Provide copyediting guidance and support for all of PHIMC communications
- Assess, manage, and reevaluate social media platforms and strategy

**Qualifications:**

- Experience managing an organization's communications functions
- Bachelor's degree and five years' experience in communications or marketing; or Master's degree and two years' experience in communications or marketing
- Basic knowledge of public health and healthcare
- Proficient with Adobe Suite with basic graphic design skills
- Understanding of public relations and marketing activities
- Experienced in innovative social media strategies and techniques
- Skilled in simplifying complex concepts into clear language
- Demonstrated competencies and commitment to diversity, equity, and inclusion
- Proven ability to work independently
- Outstanding verbal communication skills including experience giving presentations
- Excellent interpersonal skills and ability to work with individuals from diverse background and in different levels of leadership
- Excellent organizational skills
- Highly proficient with Microsoft Office and general computer skills

**About PHIMC**

Public Health Institute of Metropolitan Chicago (PHIMC) enhances the capacity of public health and healthcare systems to promote health equity and expand access to services. Through organizational development, system transformation, fiscal management, and program implementation, PHIMC leads efforts to strengthen the public health infrastructure in Illinois. PHIMC tackles critical health challenges in partnership with public health departments and other government agencies, community-based organizations and advocacy groups, academic and grant-making institutions, and healthcare providers and associations.

PHIMC is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. PHIMC encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-confirming individuals.

**To apply, please submit a cover letter, resume, and writing sample to [jobs@phimc.org](mailto:jobs@phimc.org) by May 28, 2019. Address the cover letter to Hiring Committee and email documents with "Communications Manager" in the subject line. No phone calls please.**