

Overview

Do you have at least 5 years of communication and marketing experience?

Are you a proactive, innovative self-starter with health communications experience, including writing promotional materials?

Do you have experience with strategic programming, Google Analytics, and Salesforce from working with a non-profit organization?

We are currently in search of a **Communication Specialist** for a service-oriented nonprofit. The position is based in **Silver Spring, MD**. This is a **full-time** position with excellent benefits.

ORGANIZATION TYPE: Service Nonprofit Organization

LOCATION: Silver Spring, MD (on Metro Red Line)

POSITION TITLE: Communications/Health Specialist

DURATION: Full time

SALARY: \$45,000k – \$55,000k per/year

Is This Your Dream Job? The Communications/Health Specialist will be responsible for researching and developing content (in the form of articles, news items, educational materials, press releases, etc.), photographs, and graphics for use in print and online media

- Broaden the organization's relationships with media, including creating and maintaining contacts with trade press and pitching stories to media outlets

The specialist will implement strategic and forward thinking ideas to create and distribute content to increase engagement with media outlets and followers across all social channels.

The Research to Practice Department is responsible for all of the organizations external communication efforts including website maintenance, content creation, social media strategy and execution, public relations and branding.

We are looking for someone who can work effectively with staff and academic researchers to develop materials for publications, is highly organized and detailed oriented, and has strong written and oral communications skills.

Benefits include:

- Health, Life, and Disability insurance
- Pension plan (defined benefit) and a 401(k) plan (defined contribution)
- Holiday Pay
- Vacation and Sick leave
- Growth opportunities

Our Ideal Candidate:

At least 5 years of working experience required in communications, content development, and social media

- BA/BS or advance degree in Communications, Journalism or Health Communications
- Fluent using social media, blogs, website administrator tools, CRMs, Google Analytics, and email marketing services
- Demonstrate strong attention to detail
- Strong analytical and writing, editing, and verbal communication skills
- Excellent interpersonal skills, including the ability to work with staff at all levels, interact with external partners and to represent the organization to the public
- Excellent organizational skills, including the ability to conduct and coordinate multiple tasks under pressure and meet deadlines
- Able to effectively handle multiple projects simultaneously in a deadline-driven environment
- Ability to take direction and work independently, taking initiative within areas of responsibility
- Positive attitude and ability to adjust to changing priorities and growing responsibilities

How You Will Spend Your Day:

- Work with staff and researchers to develop print materials and campaigns to raise construction industry stakeholders' knowledge and awareness of safety and health risks and solutions
- Research and develop content for reports, educational materials, articles, news items, and press releases, and identify photographs and graphics for use in print and online media
- Broaden the organization's relationships with media, including creating and maintaining contacts with trade press and pitching stories to media outlets

- Assist with the execution of the organization's communications program
- Coordinate all pre and post publication phases
- Oversee the translation of materials to Spanish and other languages
- Contributing to social media activities, content development, and distribution
- Contributing to website content and development
- Proof written materials to ensure accuracy, correct spelling and grammar, maintain a consistent tone, and clearly communicate core messages and values
- Provide support on design projects for print materials, social media, and websites
- Coordinate the organization's presence at industry events and conferences

Applying:

Interested candidates should email their resume and a cover letter detailing their experience related to the position to jobpostings@cpwr.com