

Detailed Job Description

Job title: Communications Manager
Reporting to: Director, Operations
Department: Communications
Hours: Full-time 40 hours per week
Performance Review period: Annual

Purpose of the position

This role will be for a team member that will provide support and perform communications and marketing functions within the communications department.

Responsibilities & Duties

- Provide communications, event planning and on-site support to staff with external events consisting of:
 - Secure location , dates, speakers, and audiovisual
 - Create and prepare presentations for UP speakers
 - Create and assemble folder material
 - Coordinate CME for event
 - Create name tags, place tags, or other signage
- Strategize new areas of network development and network intelligence.
- Assist in development of new and improved provider communications with focus on education, functionality, and cost efficiency.
- Active in training, seminars and professional associations as applicable.
- Assist with writing letters and communications to be included in mailings for other departments within the organization. This also includes coordination of content contained in mailings, approvals, and production of the mailings.
- Research, write, edit and produce frequent broadcast communications
- Assist with writing content and editing corporate communications (i.e., press releases, corporate profile, promotional and educational flyers, value statements, etc.)
- Update, write and review general content for the public websites, secure web portals and social media pages.
- Manage development and production of promotional materials, advertisements, and other marketing deliverables for internal and external applications and departments.
- Facilitate and coordinate corporate approvals of marketing and communications materials as required.
- Work on special projects assigned by management.

Qualifications

- Bachelor's degree in marketing, communications, journalism or related field.
 - 3-5 years experience in integrated corporate communications environment – health care related environment preferred.
 - 1-3 years experience in a technology or sales environment is also preferred.
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Performance Skills

- Excellent interpersonal communication skills and ability to interact effectively with all levels of the organization and key external audiences.
 - Strong and varied writing skills: AP news style, feature, persuasive and writing for the web.
 - Working familiarity with electronic desktop publishing software tools.
 - Demonstrated project management ability.
 - Attention to detail & ability to handle multiple projects.
 - Demonstrate accuracy, organization, strong work ethic, and positive attitude.
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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.