

Interact for Health Position Description

Communications Associate

The Communications Associate will work closely with the Director of Communications and across teams to ensure Interact for Health's mission is consistently communicated throughout the organization and the community. This includes the prompt and quality production of content that clearly conveys Interact's policy priorities of improving mental health and well-being, policy and systems change and narrative change.

Reports to: Director of Communications

Responsibilities:

Overall

- Exemplify Interact for Health values in behaviors, actions, and decisions
- Demonstrate reliability and establish credibility with internal and external stakeholders
- Identify and use appropriate data and organizational values in decision-making
- Identify process issues and recommend improvements; take a logical, data-driven approach to solving problems
- Manage projects as directed, ensuring timely and quality completion
- Identify creative solutions to issues with consideration to time, budget, and mission

External Communications

- Assist the Director of Communications with production of graphics and press releases for grantee announcements
- Curate content for social media across Twitter, LinkedIn, and Facebook
- Provide drafting support for the biweekly Health Watch Newsletter
- Monitor best practices in the field, trends and challenges in public health communications
- Manage development of community events calendar and organization of staff and resources to help ensure staff attendance at key events
- Represent Interact for Health at community events

Internal Communications

- Compile and send daily news clips to all staff on relevant topics related to our strategic priorities
- Track media mentions and provide a list to the Director of Communications on a monthly basis
- Provide graphic design and drafting support to staff as needed on reports and one-pagers
- Support admin for sponsorship process
- Manage webmaster email inquiries and mailing lists
- Act as back-up support for internal meetings

Other duties as assigned

Minimum Requirements

- Bachelor's degree in a related field or equivalent experience
- 2-3 years of experience in communications related work; experience in health, social services or philanthropy preferred
- Strong written and oral communication skills
- Solid project management skills
- Digital and social media savvy
- Strong interpersonal skills and professional maturity
- Alignment with Interact for Health's mission and values

Preferred Skills and Expertise

- Proficiency in Microsoft Office
- Proficiency in Canva
- Knowledge of Adobe and Photoshop, proficiency preferred
- Knowledge of photography and videography best practices
- Knowledge of layout, design, and creative skills

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