



Illinois Public Health Institute (IPHI)
Center for Health Information and Technology (CHIT)
Position Description: Communications Associate

The Illinois Public Health Institute (IPHI) is seeking a motivated, well-organized Communications Associate to implement communications strategies and support messaging, branding, marketing, promotion, and media efforts. The Associate will support multiple IPHI initiatives, with a focus on the Data Across Sectors for Health (DASH) program. DASH is a national grant-making and communications initiative to support multi-sector collaborations which share data to improve the health of their communities.

The Communications Associate will implement and contribute to strategic communication strategies that position IPHI staff and programs as public health leaders. Key activities include creating digital content, materials for meetings, events, and print/online publication; interviewing, writing, and producing collateral, including newsletters, podcasts, websites, etc.; cultivating relationships with key project stakeholders, outside consultants, and media professionals; and project management oversight to develop and complete content. This position is full-time, 37.5 FTE hours per week, Reporting to the Senior Communications Manager.

The Illinois Public Health Institute, the Center for Health and Information Technology and its programs

IPHI mobilizes stakeholders, catalyzes partnerships, and leads action to promote prevention and improve public health systems to maximize health, health equity and quality of life for the people of Illinois. IPHI leads initiatives through the Center for Community Capacity Development, the Center for Health Information Technology (CHIT), and the Center for Policy and Partnership Initiatives. IPHI's CHIT works to ensure that public health data and information are used to strengthen policy, planning and program development by working for improved public and private data collection, integration and dissemination. More information is available on IPHI's website at www.iphionline.org.

IPHI works in partnership with the Michigan Public Health Institute to operate [Data Across Sectors for Health \(DASH\)](#), a national program supporting local health data initiatives across the country funded by the Robert Wood Johnson Foundation. The DASH Program Office identifies barriers, opportunities, promising practices and indicators of progress for multi-sector collaborations to connect information systems and share data for community health improvement, policy and systems change, equity, and alignment. DASH is the coordinating partner for [All In: Data for Community Health](#), a dynamic and continually evolving partnership of national and regional programs that have joined forces to form a learning collaborative and coordinate technical assistance and peer-to-peer learning activities for those tackling common challenges. The CHIT runs additional programs, including a technology and engagement process for a health and housing project in Chicago.

The Illinois Public Health Institute is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position. IPHI is committed to diversity, equity and inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply.

Key Responsibilities:

- Act as an in-house journalist interviewing project staff, partners, grantees, and communities to collect stories for various products.
- Produce podcast by reaching out to guests, prepping them for interviews, collating notes, and promoting episodes.
- Prepare content/materials for external meetings and speaking engagements (i.e. research briefings, speeches, talking points, etc.)
- Create and disseminate information related to lessons learned, key findings, technical assistance tools and resources, and other related content that expands the knowledge base for project partners.
- Develop materials, tools, messages and training to support project stakeholders (e.g. grantees, work group members, etc.) to enhance their communications and outreach efforts.
- Work with program teams to organize and execute events and meetings to inform policymakers, engage new stakeholders, develop collaborative action agendas, and promote the work's long-term impact.
- Manage and/or support all public communications including newsletters, social media, white papers, case studies, collateral (print and video), presentations, and websites.
- Work closely with IPHI leadership to plan and execute communications focused on reporting, fundraising and strengthening funder relationships.
- Oversee the organization's media relations and interact with the media to raise IPHI's public and industry profile.
- Develop and maintain relationships with local and national media professionals.
- Participate in meetings and planning sessions on the direction and priorities of the organization.
- Support relationships with partners at national and state organizations, local health leaders, policy makers, and stakeholder organizations.

Other duties as assigned

Qualifications:

- A self-directed problem solver with the skills and insight to dive in and help IPHI identify communication challenges and develop creative solutions.
- The ideal candidate will have a degree in communications, public relations or journalism (master's preferred) with 1-3 years' experience in health or non-profit communications, OR a master's degree in public health or public policy, with a minimum of two years of dedicated communications experience.
- Background in issues related to public health and health care such as community health improvement, health transformation, policy and advocacy, and/or health information technology strongly preferred.
- Excellent organizational, communication, and interpersonal skills are required. Must be thorough and detail-oriented within a big-picture, vision-oriented framework.
- Candidates should have the ability to work independently and as a part of project teams. Must be able to work with minimum supervision in the management, and execution of organizational and program activities.
- Excellent computer skills including proficiency in Microsoft Word, Excel, PowerPoint, electronic mail, webpage and social media development is required. Experience with Adobe Photoshop, Illustrator, InDesign and constituent relationship management software is preferred.
- Experience with executing strategic communication plans to support overall organizational goals and project implementation.
- Experience producing communication products (print, audio, video, etc.)
- Strong writing, editing and proofreading skills including experience translating complex ideas into stories that convey key messages and themes to a variety of audiences.

- Experience working with people from diverse backgrounds.
- Graphic design experience is strongly desired.

Job Requirements

- Must be able to sit at and operate a computer and other office equipment for a significant portion of the workday.
- Must be able to move about the office and at offsite events to access files, supplies, and assist with event set up.
- The position requires occasional work on evenings or weekends. The communications associate must be able to travel for one or more nights from time to time.

IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

Compensation: \$40,000 - \$50,000 annual salary depending on experience and qualifications; competitive benefits

Location: The position is located in Chicago at IPHI's West Loop office.

Starting Date: February 2020

Application Instructions: Please submit a resume, cover letter and writing sample to be considered for this position; **applications will be reviewed on a rolling basis**. The cover letter should compare your qualifications and experiences to the duties and responsibilities of the position. Please submit your application materials to jobsearch@iphionline.org; put the job title ("Communications Associate") in the subject line of your email. No phone calls, please. Visit www.iphionline.org for more information about IPHI's mission and work.