

JOB DESCRIPTION

The Communications Coordinator is responsible for content creation and distribution including writing and/or copyediting all press releases, media advisories, news briefs, columns, public service announcements, patient stories and all print materials. This position will also work with the communications team to set editorial calendars to achieve marketing and communications goals for of Church Health and ensure that all internal and external content is aligned with Church Health's brand.

RESPONSIBILITIES

- Manage and coordinate communications content for all internal and external audiences as well as review story ideas and decide what material will appeal to them.
- Write and copyedit all press releases, media advisories, news briefs, columns and public service announcements, and develop content for CH newsletter.
- Develop and write fundraising collateral and other communication pieces including monthly acknowledgement letters, solicitations for giving, Christmas campaign letters, and patient testimonials.
- Proofread text for errors in grammar, punctuation, and spelling and check for readability, style, and agreement with editorial policy.
- Review all communications content and suggest revisions, such as changing words and rearranging sentences and paragraphs to improve clarity or accuracy.
- Carry out research, confirm sources, and verify facts, dates, and statistics.
- Plan and execute internal communication initiatives, including but not limited to generating and managing content for ITL employee portal and weekly digest.
- Manage all internal communications content and tools to drive employee engagement and advocacy for Church Health.
- Help to create and develop internal and external stories in accordance with the communication strategy/campaigns in place.

QUALIFICATIONS

- Bachelor's Degree in Communications, English, Journalism, or other related field from an accredited College or University is preferred.
- Three (3)-Five (5) years of experience in content creation, marketing or communications.

SPECIAL SKILLS & KNOWLEDGE

- Knowledge of Microsoft Applications i.e., Excel, Word, and Power Point are strongly preferred.
- Excellent written, communication and presentation skills.
- Must be able to represent the Church Health mission, operations, and services knowledgeably and enthusiastically internally, in public and online.