

## Career Opportunity: Communications Specialist

### Organization Overview

The National Institute for Children's Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children's health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children's health.

### Position Overview

Under the direction of the Senior Manager of Marketing and Digital Strategy, the Communications Specialist supports NICHQ's marketing efforts to identify, package and disseminate NICHQ project results, resources, and success stories with the goal of enhancing NICHQ's reputation and expanding our reach. The Communications Specialist helps write, proofread and promote content to support all parts of the organization.

### Summary

**Career Level:** Entry Level

**Status:** Part Time, Employee

**Education:** Bachelor's degree in communications, marketing or a relevant discipline required

**Reports to:** Senior Manager of Marketing and Digital Strategy

**Career Path:** Marketing/Communications

### Responsibilities

- Support the daily execution of NICHQ's visibility and engagement strategy through NICHQ's web properties, e-marketing activities, and social media platforms
- Assist in web-content development (e.g., website copy, infographics, blog posts) for promotion via NICHQ's website, e-marketing and social channels that provide relevant and interesting information about our work, results and knowledge
- Manage NICHQ's social media platforms under the guidance of the Senior Manager, regularly posting and connecting to grow our audience
- Work with other members of the Marketing and Digital Strategy team to continually refresh the content and improve the visual presentation on NICHQ's website, ensuring the site always contains accurate, current and engaging content
- Work with staff to support the execution of communication-related project deliverables, such as proof-reading reports and helping develop project promotional materials

### Qualifications

- Bachelor's degree in marketing, communications or a relevant discipline
- Experience with social media, specifically Facebook, Twitter and LinkedIn
- Experience updating web page content
- Strong writer and communicator

- Basic graphic design experience is a plus
- Proficiency with office systems and computers (e.g., MS Office); knowledge of HubSpot or other e-marketing platforms a plus
- Excellent interpersonal skills
- Healthcare knowledge and non-profit experience desirable
- Can-do/positive attitude; willing to pitch in when necessary at all task levels
- Passion for NICHQ's mission and approach

### **Salary and Benefits**

Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability and life insurance, flexible spending accounts, paid time off and holidays, and commuter benefits.

### **To Apply**

To apply for this employment opportunity, please complete and submit an online application at [NICHQ.org](https://www.nichq.org). If you have any trouble accessing the application form, please email [careers@nichq.org](mailto:careers@nichq.org).

*NICHQ is committed to creating a diverse environment and is proud to be an equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.*