

Job Announcement
The Position: Communications Coordinator
Reports to: Executive Director
Location: Sacramento, CA

The Position

The Communications Coordinator will be responsible for organizing the ITUP publication and communications process, from design to copy-editing to dissemination through the ITUP website and email communications. The Communications Coordinator will work with ITUP staff to organize and develop relevant content and assume lead responsibility to curate and manage all published materials (images, video and written) and content on the ITUP website and social media platforms. This position will be an integral part of the ITUP staff team and coordinate with staff and external audiences to advance and improve ITUP publications and visibility. ITUP staff wear multiple hats, given the size of the staff and budget, and the Communications Coordinator will be expected to collaborate and provide support for a variety of team activities in addition to assigned communications-related functions, including event planning and marketing.

About ITUP

ITUP is an independent 501(c)(3) nonprofit organization and health policy institute that for more than two decades has offered expert analysis and facilitated convenings of California health care leaders on issues affecting health and health policy in the state. The mission of ITUP is to promote innovative and workable policy solutions that expand health care access and improve the health of Californians. ITUP conducts policy-focused research to inform state decision-making on health care programs and policies. ITUP maintains an active social media presence, posts regular blogs and research publications on timely health reform topics and engages with health care leaders and stakeholders around the state through statewide and regional convenings.

Responsibilities

- Work collaboratively with the Executive Director and staff to design, review, edit, and finalize ITUP publications and communications
- Prepare, edit and post communications, presentations and other documents to the ITUP website; Keep the ITUP website up to date and timely
- Support the Executive Director and ITUP staff to develop and maintain relationships with external research organizations, universities, governmental entities and media contacts focused on health research and health policy
- Manage ITUP social media content and platforms, coordinate internal review of new social media projects and support content creation and engagement activities
- Actively engage with state, regional and local stakeholders to identify opportunities to improve ITUP communications and tailor content for target audiences

- Interact with board members and funders
- Coordinate and collaborate with staff to provide logistical and administrative support for ITUP meetings, events, projects, activities, and deliverables

Minimum Qualifications

- Bachelor's Degree at a minimum, preferably in communications or journalism
- Minimum of 3-5 years of professional experience writing and editing public policy content
- Proficient computer skills and in-depth knowledge of Adobe InDesign, MS Office, Internet-based research and social media; experience with MailChimp and email communications, WordPress, and customizing photos for use in social media and web postings
- Excellent written and verbal communications skills; Writing sample and writing test required; Experience with policy writing a plus
- Knowledge of health policy issues and topics a plus

Competencies and Attributes

- Punctual, dependable, and responsible
- Ability to effectively coordinate publication content, design and dissemination
- Ability to work in a fast-paced and dynamic environment and meet deadlines
- Detail oriented and efficient in managing multiple tasks and deadlines
- Sound judgment and decision-making ability
- Capacity to work independently and as part of a team
- Adaptability and willingness to learn new skills, methods and content
- Self-confident and at ease in one-on-one, large and small group interactions
- Confidentiality
- A passion for ITUP's mission
- Team player
- Tenacity, creativity and initiative
- Sense of humor

Compensation

ITUP offers a competitive package of employee benefits, including health, dental and vision care and a retirement plan. The candidate selected for this position will receive a competitive salary commensurate with experience. Send resume and brief cover letter to jobs@itup.org

ITUP is an equal opportunity employer