

KANSAS HEALTH FOUNDATION
Job Description

JOB TITLE: Communication Associate

REPORTS TO: Vice President for Communication

JOB SUMMARY:

The Communication Associate works with the Vice President and communication staff to research, develop and deploy communication strategies that help the Foundation meet its mission: to improve the health of all Kansans. This is done by:

1. Raising awareness of the Kansas Health Foundation and the health challenges and opportunities in Kansas.
2. Leveraging opportunities to increase awareness of health topics aligned with the Foundation impact outcomes and telling the stories of grantees.
3. Helping with research and strategies to influence and advance policy priorities.

The Communication Associate will have an understanding of data and research and how to convey information into communications messages that will be relevant to many audiences; will work in a fast-paced, efficient team, assisting on multiple projects at one time; will provide logistics and administrative support for the Communication Team work plan.

MINIMUM QUALIFICATIONS:

- Bachelor's degree.
- Strong skills as management analyst, with ability to conduct public research, and evaluate and synthesize data.
- Experience as project coordinator, organizing and prioritizing multiple competing and highly sensitive projects.
- Strong interpersonal skills.
- Excellent organization, written and oral communication skills.

PREFERRED QUALIFICATIONS:

- Independent ability to find data sources to help support communication messages.
- Ability to manage multiple timelines that apply to awareness opportunities.
- Track record as detail-oriented, independent worker, but strong ability to work within a team.
- Creative problem-solver for complex issues.

KEY AREAS OF RESPONSIBILITY:

- Identify opportunities for Foundation to engage with community leaders, stakeholders or grantees.
- Conduct community and statewide research to seek out health-related issues or opportunities.
- Gather data and analyze for reports, based on trends or categories.
- Provide communication support for grantees as needed.
- Assist with news releases, photos, media relations or other communications tasks.
- Create fact sheets, talking points or other written communication on health topics or grantees.
- Provide support to social media coordinator as appropriate.
- Assist Associate Vice President for Communication with website updates as needed.
- Provide support with special events planning and logistics.
- Coordinate work with vendors as needed.

HOW TO APPLY:

INTERESTED CANDIDATES SHOULD SEND COVER LETTER AND RESUME TO: mnewell@khf.org