



## Greater Watertown Community Health Foundation Communications Specialist Job Description

**Reports to:** President and CEO

**Classification:** Exempt

**Position Overview:** The Greater Watertown Community Health Foundation is looking for an individual with an extensive communication background to join us in creating thriving communities and ensuring every child thrives in health, learning and life. This new position is an exciting opportunity for a creative and entrepreneurial professional who is flexible and highly collaborative. The ideal candidate is proactive and takes personal ownership of projects assigned.

**Job Summary:** The Communications Specialist is responsible for developing, managing, implementing and evaluating strategic communications that advance the priorities of the Foundation and Every Child Thrives (a two-county collective impact effort facilitated by the Foundation).

### **Job Duties:**

- Write, develop, distribute and maintain a variety of content to engage the community and elevate issues of importance. Content includes website and digital media, newsletters, talking points, presentations, graphics, articles, grant proposals and publications.
- Cultivate an effective local, state and national media presence through media pitching, social media engagement and monitoring of news coverage and external events to seek opportunities for promoting priorities of both the Foundation and Every Child Thrives.
- Build content calendar and proactively manage content across platforms to optimize engagement.
- Produce, disseminate and maintain photographs, videos and graphics that tell the stories of the Foundation's and grantees' work.
- Collaborate with Every Child Thrives partners and grantees on how to share their activities and accomplishments. Be a resource to grantees on their own communications efforts.
- Assist with media training of GWHF staff, board members and community partners to ensure consistent and succinct message sharing.
- Assist as needed with providing backbone support and project management for Every Child Thrives' teams.

### **Requirements:**

- Strong passion the Foundation's mission, values and goal of ensuring every child thrives in health, learning and life.



- Outstanding strategic thinking, planning and communications skills - an innovative thought and action leader.
- Excellent project management skills with strong attention to detail.
- Demonstrated ability to work independently and complete tasks in a timely manner.
- Flexibility and willingness to take on a variety of tasks, which small organizations often require, along with an ability to work effectively in a highly collaborative, team environment.
- Sense of humor.
- Experience creating storytelling and informative content for talking points, digital media, articles and other documents, experience with policy advocacy and nonprofit operations a plus.
- Bachelor's degree in relevant field required and 5 years' experience preferred. Experience in philanthropy, non-profit operations and continuous quality improvement would be a plus.

**To apply:** Please forward cover letter, resume and introductory video to Tina Crave, President & CEO at [tcrave@WatertownHealthFoundation.com](mailto:tcrave@WatertownHealthFoundation.com). In the introductory video, candidates should express and demonstrate (in 90 seconds or less) how your talents would help our team further our goal of every child thriving in health, learning and life.