

Temporary Part-Time Senior Communications Consultant

SUMMARY

CAPH/SNI is seeking to hire a part-time (20 hours per week) Senior Communications Consultant for six months, beginning early August 2021 to mid-January 2022. The Senior Communications Consultant will report to the President and CEO of CAPH and work closely with the Vice President of External Affairs and SNI's Executive Director. The Senior Communications Consultant will manage external communications efforts to advance policy, program, and advocacy goals for California's 21 public health care systems, working collaboratively with staff across the organization to meet this goal.

PRIMARY RESPONSIBILITIES

Specific responsibilities include, but are not limited to, the following:

- Drafting and overseeing development and distribution of advocacy materials
- Managing content for CAPH's Twitter account (e.g., drafting, scheduling, and posting tweets)
- Coordinating graphic design deliverables for annual conference in December, and providing support for communications-related conference needs
- Serving as point person for hospital member communication directors
- Drafting and coordinating release of press statements with senior staff
- Triaging media requests and drafting talking points for spokesperson
- Drafting and dissemination of SNI Quarterly Newsletter
- Copy editing policy briefs, Board memos, and other materials as needed
- Assisting with special projects to support advocacy goals

QUALIFICATIONS AND EXPERIENCE

- A bachelor's degree in communications, journalism, public policy, public health, public relations, public administration or closely related field is required.
- At least six years of communications experience, preferably in a health care environment; understanding of health policy landscape in California strongly preferred.
- Excellent interpersonal skills and ability to work effectively in a small, hardworking office environment.
- Strong writing and editing skills.
- Outstanding ability to distill complex policy concepts into accessible and cogent arguments.
- Ability to work effectively in a fast-paced, highly specialized, health care policy environment.
- Excellent ability to effectively communicate and collaborate with technical and non-technical staff.

Interested candidates, please send a cover letter and resume to jobs@caph.org with the job title included in the subject line.