**Communications Associate**

***Part Time (20 hours a week)***

**Child Health and Development Institute of Connecticut**

**Farmington, CT**

The Child Health and Development Institute (CHDI) seeks to hire a tech-savvy, communications professional with excellent writing and editing skills. The Communications Associate will assist the Vice President for Communications in managing our publications and websites and will develop social and digital media strategies that advance the organization’s mission and build awareness through promotion of its core programs, priorities and positions. This is a part time (20 hours/week) position, with an estimated full time equivalent salary range of $50,000 - $60,000.

**Job Overview**

The Communications Associate reports directly to, and provides support to, the Vice President for Communications in developing and implementing strategic and tactical communication plans that advance and build awareness of the organization’s mission, programs, and priorities. This includes coordinating publications and maintaining CHDI’s website and social media channels. Intellectual curiosity and a desire to learn about children’s health and development issues will be critical to identifying creative possibilities and generating interest around CHDI’s staff, initiatives, and achievements.

The ideal candidate will have several years of communications experience, with solid organizational, writing, editing, messaging, communications technology, analytic, and interpersonal skills. Current knowledge of communicating in the digital age and strong writing skills are also required.

**Job Expectations and Responsibilities**

* **Digital Media:** Manage CHDI’s social media accounts and websites. Develop and implement strategies to enhance CHDI social media visibility (LinkedIn, Facebook, Twitter and YouTube). Update CHDI’s websites with new publications, news, features and current content.
* **Publications:** Assist in editing and proofreading CHDI publications. Coordinate the production and dissemination of publications and serve as the primary liaison to vendors and subcontractors involved in design and printing.
* **Metrics:** Assist with monitoring and reporting on a variety of communications metrics (Google Analytics, social media, email, etc.)
* **Writing and Materials Development**: Assist in drafting content and developing messaging for CHDI communications materials and social media outlets, including CHDI’s monthly newsletter and board update, website, Issue Briefs, news releases, Twitter, Facebook, and e-mail blasts.
* **Media Relations**: Serve as a contact person for media requests. Assist in generating media coverage of CHDI and its work.
* **Database Management**: Maintain and help grow CHDI’s e-mail database.
* **Events:** Help coordinate CHDI events, including: site selection, media advisories, event correspondence, registration, materials, signage, catering and AV needs.

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| **Job Qualifications:** |
| * Bachelor’s degree required, preferably with an emphasis in communications or journalism * Several years of experience in communications or journalism, ideally in environments requiring the application of communications skills to areas where unfamiliar concepts and content must be learned quickly * Excellent writing, editing, and proofreading skills * Experience using social media for professional purposes * Demonstrated ability to distill complex issues and technical language into accessible and compelling messaging for a variety of audiences and stakeholders * Ability to stay highly organized, multi-task with attention to detail, and meet deadlines * Experience with any of the following is desired: Microsoft Excel, Google Analytics, Concrete5, Word Press, InDesign, Adobe, video editing, and Constant Contact * Strong interest in and commitment to CHDI’s mission |

**Child Health and Development Institute of Connecticut**

Since its inception in 1999, CHDI has worked to improve the health and well-being of Connecticut’s children. The Institute is a subsidiary of the Children’s Fund of Connecticut, a public charitable foundation. Together the two organizations are working to ensure healthy outcomes for all children in Connecticut by advancing effective policies, stronger systems, and innovative practices. We identify, demonstrate, support and promote effective health and mental health care innovations and improvements, working closely with providers, policymakers, academic institutions and state agencies.

**Salary**

The salary will be commensurate with the experience and qualifications of the candidate.

**To Apply:**

Please e-mail a cover letter with resume, references, salary history and three writing samples representing work across different media (e.g. press releases, articles, web copy) in Word format to Lori Schon at [schon@uchc.edu](mailto:schon@uchc.edu).

For more information about the Child Health and Development Institute of Connecticut, please see [www.chdi.org](http://www.chdi.org).

*The Child Health and Development Institute of Connecticut is an Equal Opportunity Employer.*