

Communications Associate or Manager
Part-Time (30 hours a week)
Child Health and Development Institute of Connecticut
Farmington, CT

The Child Health and Development Institute (CHDI) seeks to hire a communication professional with excellent writing, digital media, and design skills. The Communications Associate or Manager will assist the Vice President for Communications in managing our websites, supporting programs, and developing social and digital media content and strategies that advance the organization's mission and build awareness through the promotion of its core programs, priorities, and positions. This is a 30-hour/week position for an annual salary range of \$54,600 - \$57,720 (with a full-time equivalent salary range of \$73,000 - \$77,000).

Job Overview

The Communications Associate or Manager 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 updating CHDI's website, maintaining social media channels, coordinating the content and design for CHDI's monthly e-newsletter, developing program materials, and assisting with publications promotion and design. 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 8+ 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

- **Social Media:** Maintain and implement CHDI's social media strategy and planning calendar and develop content (graphics, posts, and videos) to enhance CHDI social media visibility (LinkedIn, Facebook, Twitter, Instagram, and YouTube).
- **Websites:** Update CHDI's website with new publications, reports, and news. Assist in maintaining other WordPress websites managed by CHDI (www.plan4children.org, www.ctsbdi.org, and www.kidsmentalhealthinfo.com).
- **Content and Materials Development:** Assist in drafting content, developing messaging, and designing CHDI communications and program materials.
- **Monthly Newsletter and Email lists:** Coordinate the content and design for CHDI's monthly e-newsletter and assist with other e-mail blasts. Help maintain and grow CHDI's e-mail database.
- **Publications:** Assist in proofreading, photo selection, and design for Issue Briefs and other CHDI publications.
- **Metrics:** Assist with monitoring and reporting on a variety of communications metrics (Google Analytics, social media, email, etc.)
- **Media Relations:** Serve as a contact person for media requests. Assist in generating media coverage of CHDI and its work.
- **Other:** Assist with other CHDI communications activities on an "as needed" basis. This may include providing support for CHDI events, updating staff/internal communications resources and brand guidelines, and other activities.

Job Qualifications

- Bachelor's degree required, preferably with an emphasis in communications, journalism, child development, psychology, education, or social work.
- 8+ 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
- Proficiency in the following is desired: Microsoft Excel, Google Analytics, Word Press, Canva, InDesign, Adobe, video editing, and Constant Contact
- 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
- Strong interest in and commitment to CHDI's mission

Compensation

This is a part-time position for 30 hours per week. The compensation range for this position (30 hours) is \$54,600 - \$57,720 (FTE equivalent salary range of \$73,000 - \$77,000). Compensation will be determined based on the qualifications of the candidate and includes a generous benefits package including a 403b retirement plan with company contribution of up to 10%; CHDI pays 85% of medical/dental insurance premiums including dependents; 9 paid holidays, up to 22 paid time off days, additional paid sick time off, and more.

Child Health and Development Institute of Connecticut

The Child Health and Development Institute (CHDI) is an independent, non-profit organization located in Farmington, CT. CHDI is dedicated to improving the behavioral health and well-being of children in Connecticut and beyond by providing policymakers, providers, educators, and partners with a bridge to better and more equitable systems, practices, and policies. Our work includes quality improvement, data analysis and research, evaluation, consultation, training, and technical assistance.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values in order to transform our organization as well as the systems, practices, and policies that promote the health and well-being of children.

To Apply:

Please include a cover letter with a resume, references, salary history, and three writing samples representing work across different media (e.g. press releases, articles, web copy) in Word format.

To apply, please click the following link:

<https://child-health-development-institute-of-ct-inc.breezy.hr/p/76619ac79812-communications-associate>

Applications will be considered on a rolling basis until the position is filled. The position is contingent upon continued funding.

CHDI is an equal opportunity employer and acknowledges this in its solicitations or advertisements for employees. It is our policy to provide equal opportunity to qualified individuals, at all levels of

employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment, including recruiting, hiring, training, selection, promotion, development, compensation, and the terms, privileges, and conditions of employment.

Terms and Conditions of Employment

CHDI requires applicants to have current legal authorization to work in the United States and the organization does not sponsor applicants for work visas.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

CHDI employees are required to be vaccinated for Covid-19, subject to the grant of a request for reasonable accommodation. Consistent with State law, CHDI provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities/medical conditions and based upon a sincerely held religious belief.

For more information about the Child Health and Development Institute of Connecticut, please see www.chdi.org.