

POSITION DESCRIPTION

JOB TITLE: Communications and Program Associate

STATUS: Non-exempt

REPORTS TO: President/CEO

DATE: December 2017

ORGANIZATION

SWHR is a 27-year-old national education and advocacy nonprofit based in Washington, DC. A highly respected thought leader in promoting research on biological differences in disease, we are dedicated to our mission of eliminating imbalances in care for women through science, advocacy, and education.

POSITION SUMMARY

The Communications and Project Associate position supports the science, policy, and development departments with communication and program skills, particularly with copy editing, database, and program support. The Associate also manages the organization's social media accounts, website updates, and electronic meeting/event communications. The Associate provides program management such as meeting logistics, onsite meeting support, and communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage website updates, social media content development, and contributions to e-newsletters, press releases, talking points, and other communications
- Coordinate with staff in scheduling and managing programmatic events and activities
- Responsible for providing administrative and project logistical support to ensure workplace productivity
- Assist with board meeting logistics, materials, and maintaining records
- Manage the copy editing and production of development, advocacy, and program materials
- Designs materials such as factsheets, one-pagers, event invitations, and other supporting materials
- Work with other SWHR staff to insure coordinated, unified communications on behalf of the organization
- Manage all SWHR social networking sites, including the creation of media toolkits, and social media content calendars
- Monitor traditional and social media

QUALIFICATIONS, KNOWLEDGE SKILL REQUIREMENTS

- Bachelor's degree, plus at least two (2) years of experience in communications, journalism, digital media, and/or a related field
- Excellent written and oral communication skills, with the ability to accurately analyze and synthesize information
- Professional demeanor
- Strong proofreading and editing skills
- Excellent knowledge, experience, and management of social media platforms
- Attention to detail and ability to juggle multiple responsibilities
- Ability to work collaboratively with staff, other organizations, and the public
- Microsoft Office proficiency (Word, Excel, PowerPoint, and Outlook)
- Adobe Creative Suite proficiency (especially InDesign, Photoshop, and Illustrator)
- Proficiency in Word Press, Constant Contact, File Maker (or other membership/fundraising databases), and light HTML coding
- Creative, exceptionally driven, and passionate about results
- Independent and original thinker who is able to provide solutions both within the team environment and on her/his own
- A reliable team player with the ability to prioritize and proceed without supervision

PREFERRED BUT NOT REQUIRED

- Knowledge of health, women's health, biomedical, and/or scientific issues
- Knowledge of and experience with nonprofit organizations

To Apply: Please submit a cover letter indicating your interest in women's health and sex differences research, a list of your technical communication skills, a one-page writing sample, and resume to jobs@swhr.org. Please use the following format for the file name and subject line: "Last Name_Communications and Program Associate." No phone calls please. Only candidates selected for interviews will be contacted. Competitive salary commensurate with skills and experience. Excellent medical, dental, vision, and other benefits provided. This is a full-time salaried position based in downtown Washington, DC.