



### **Communications Associate Job Description**

*Location: NYC preferred, Philadelphia may be considered*

#### **The role**

Are you a bilingual (French/English) self-starter with a knack for creative writing? Do you excel at speech writing, blogging, and storytelling? Do you believe health is a human right? If so, you may be our next Communications Associate and play an important role in growing a high-impact social justice organization. Reporting to the Partnerships Manager and working closely with senior staff including the CEO, you will have the opportunity to raise Integrate Health's profile to support Integrate Health's growth.

Your growth mindset, high level of attention to detail, and clear communication skills will be critical to supporting the partnerships team that ultimately enables Integrate Health to expand access to high-quality healthcare.

#### **About Integrate Health**

Integrate Health (IH) is a small and rapidly growing global health organization working to serve poor communities in West Africa and New York. We believe that access to healthcare is a human right, and we are committed to making this a reality in the countries in which we work. We have developed a primary healthcare approach that works, leveraging community health workers and improved care in public sector clinics to deliver better health outcomes and strengthen national healthcare systems. Having demonstrated our approach in a catchment area that serves 90,000 people, we are scaling our model to cover 240,000 people by 2021 and are supporting the Government of Togo in its efforts to achieve universal health coverage. For more information on Integrate Health, please visit [www.integratehealth.org](http://www.integratehealth.org).

#### **Responsibilities**

##### **1. Thought Leadership**

- Monitor media platforms and track relevant thought leaders in the field, promoting opportunities to engage on the global scale in the movement towards universal health coverage and gender equity
- Support the CEO in her mission as the external face of Integrate Health by researching and preparing talking points and other relevant materials on pertinent issues

##### **2. Content Generation**

- Draft content for diverse IH platforms including but not limited to: press releases,

- IH website blog posts, CEO Medium posts, Mailchimp emails, etc.
- Other writing tasks as assigned

### 3. Speaking Engagement Preparation

- Support the CEO and other senior leadership in preparing for external speaking engagements through researching the venue/event, relevant topics, etc. and propose talking points
- Develop slide decks, press releases, talking points, or any other necessary collateral for the speaking engagement
- Draft scripts for speeches and provide coaching/prep assistance to the speaker
- Coordinate and support needs relating to the engagement, including coordinating schedules, drafting of reports, etc.

### 4. Other partnership team responsibilities as assigned

- IH requires employees to utilize a growth mindset in order to be successful in our fast-paced and constant-growth environment. We expect the Communications Associate to be open to taking on additional tasks in support of fundraising and furthering IH's mission in general.
- Other tasks could include but are not limited to: grant writing, prospecting, donor strategy development and implementation, board of directors engagement, and event planning.

### Desired Skills and Experience

- Ability to synthesize information and re-frame information to particular audiences
- Diplomatic and humble learner with the ability to listen
- Growth mindset and lifelong learner attitude
- Excellent interpersonal and communication skills (written and spoken), with demonstrated ability to earn respect of colleagues and partners from diverse backgrounds
- Experience in development or communications at a not-for-profit organization preferred
- Must be extremely detailed oriented, organized, and efficient
- Must be committed to social justice and to the fundamental rights of the poor
- Fluent in English and French required
- Bachelor's degree required
- Some professional work experience required, two years preferred

### Success Profile

IH values include efficacy, empowerment, commitment, transparency, and respect. IH expects that the Communications Associate will model and embody these values.

Success in this position would take the form of increased global exposure of Integrate

Health's mission and impact, as well as continued revenue growth for the organization. The Communications Associate is expected to play a key thought leadership role in the partnerships team, elevating Integrate Health's brand. While this is a new position for IH, the Communications Associate will be afforded a high level of responsibility. IH commits to providing a fair compensation package, support for travel as necessary, and opportunities for professional development. The Partnerships Manager, who will supervise this position, commits to being a supportive supervisor, listening to challenges, helping to brainstorm solutions, and providing assistance in any way possible.

### **To Apply**

Please submit a resume, cover letter and writing sample to [info@integratehealth.org](mailto:info@integratehealth.org) with Communications Associate Application in the subject line. Only shortlisted candidates will be contacted. The application deadline is rolling. Interested applicants are strongly encouraged to apply as soon as possible.

### **EEO Statement**

We are an equal opportunity employer and value diversity at Integrate Health. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.