



Communications Officer

Job Description

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| Department | Partnership Team |
| Reporting to | Communication and Advocacy Manager |
| Location | United States (East Coast) |
| Job Level | BG-7 |

The Role

Integrate Health (IH) recently launched an ambitious new five-year strategy with a goal to rapidly scale high quality primary healthcare, led by governments, across West Africa. To support this vision, Integrate Health seeks a talented and passionate Communications Officer with exceptional writing skills. This role is ideal for an experienced writer who excels at transforming complex health, policy, and data-driven content into clear, compelling, and engaging stories tailored for a diverse global audience.

Reporting directly to the Communication and Advocacy Manager, the Communications Officer will be the primary content creator, managing and expanding Integrate Health's written presence across social media, websites, newsletters, and other channels. You will leverage your excellent storytelling ability to build audience engagement, strengthen brand identity, and amplify the impact of Integrate Health's work in Togo and Guinea.

The compensation range for this position will be between \$59,276 and \$88,914.

Your Contribution

Responsibilities:

1. Operational Execution

- Lead written content production using the editorial calendar on Asana; coordinate with country teams to collect compelling stories and images, overseeing content from concept to publication.
- Draft clear, engaging, and powerful content, including articles, blog posts, newsletters, website updates, annual reports, and strategic communications.
- Curate and maintain high-quality photo content with detailed, accurate captions and tags in digital libraries (e.g., Flickr).

2. Team Collaboration

- Coordinate closely with country teams in Togo and Guinea to collect authentic, powerful stories and visuals for content creation.
- Support the development of written materials (e.g., talking points, speeches, briefs) to prepare staff and leadership for global events and engagements.
- Collaborate effectively with colleagues across teams to ensure timely and professional communication

3. Project Management

- Track KPIs on a monthly basis and compile learnings on a quarterly basis.
- Manage content planning effectively using tools like Asana, ensuring a smooth and timely publication process.

4. Partnerships/External Relations

- Oversee the accuracy, timeliness, and quality of written content on IH's website and other digital platforms.
- Engage proactively with our online community, responding thoughtfully and strategically to comments and messages.
- Ensure consistent messaging and tone across all written communications to strengthen IH's brand identity.

5. Continuous Innovation

- Identify innovative strategies and craft written content specifically designed to expand and retain IH's audience.

- Draft clear, engaging, and powerful content, including articles, blog posts, newsletters, website updates, annual reports, and strategic communications.
- Manage IH's social media channels with compelling, written content that regularly informs and engages diverse global audiences.

What are we looking for?

You are an accomplished writer who thrives in capturing and conveying compelling narratives clearly and concisely. You understand complex information quickly and turn it into engaging stories tailored to global audiences. You have a strategic mindset and are highly organized, proactive, and enthusiastic about using storytelling to drive meaningful change.

- 3+ years of experience focused specifically on writing and content development
- Exceptional, proven writing and editing skills, demonstrated through a strong portfolio of published written materials.
- Strong ability to quickly understand complex issues in health, policy, and data, translating these into clear and compelling narratives.
- Demonstrated expertise in managing social media channels and website content.
- Experience coordinating content plans and publication schedules using project management software such as Asana.
- Proficiency in Mailchimp, WordPress, and an aptitude for mastering new digital tools and platforms
- Non-profit sector communications experience is strongly preferred.

Additional Competencies:

- Approaches tasks and challenges with creativity, initiative, and enthusiasm.
- Strong organizational skills, meticulous attention to detail, and ability to prioritize tasks effectively.
- Proven ability to collaborate effectively with diverse and international teams.
- Ability to work effectively both independently and as part of a team.
- Excellent interpersonal skills and high level of professionalism.
- Adaptability and openness to feedback.

Education

Bachelor's Degree in Journalism, Communications, International Relations or other related fields.

Languages

Fluency in English required, proficiency in French strongly preferred.

Commitment to Diversity, Equity, and Inclusion

At Integrate Health, we place a high value on diversity and the benefits that come from having employees with a wide variety of backgrounds and experiences. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Applicants of West African origin, especially women, are strongly encouraged to apply.

To learn more, please visit the diversity, equity, and inclusion page on our website: <https://integratehealth.org/diversity-equity-and-inclusion/>

To Apply

Please submit a resume and responses to the three questions below in **no more than one page** to info@integratehealth.org with Communications Officer in the subject line.

1. What makes this position exciting to you?
2. What is one reason you think you'd be a good fit for this position?
3. Tell us an inspiring story about yourself that describes well who you are. Get creative!

Please keep total question responses to a maximum of one page. The application deadline is rolling. Interested applicants are strongly encouraged to apply as soon as possible.

Hiring Process

The hiring process will include the following steps:

1. Review submitted applications
2. Conduct 20-minute screening interviews for shortlisted candidates
3. Request that shortlisted candidates submit a practical assessment (designed to take no more than two hours to complete)
4. Conduct skills-based interviews for 3-5 candidates

5. Request references
6. Conduct final interview if necessary
7. Make offer

Only shortlisted applicants will be contacted, but candidates who proceed to step 2 will be notified if they are not chosen for step 3.

About Integrate Health

Integrate Health (IH) is a rapidly growing global health organization working to serve rural and remote communities in Togo, and in Guinea, West Africa. We believe that access to healthcare is a human right, and we are committed to making this a reality by partnering with governments and local communities to make quality primary healthcare accessible to all. We implement and study an integrated approach to strengthening primary healthcare delivery in order to achieve universal health coverage.

By integrating professional Community Health Workers with improved care in public clinics, this approach creates a patient-centered health system that is accountable to the community and dramatically reduces mortality in severely resource-limited settings.

For more information on Integrate Health, please visit www.integratehealth.org.