



Communications Associate Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

Background:

Resolve to Save Lives is a groundbreaking 5-year global health initiative that aims to save millions of lives by reducing preventable deaths from cardiovascular disease and to prevent infectious disease epidemics. Resolve to Save Lives is housed within Vital Strategies, a global health organization that works in 60 countries to address the most challenging health issues to improve the quality of life for people around the world. To find out more, please visit www.resolvetosavelives.org.

The Position

Vital Strategies is seeking qualified candidates for the position of **Communications Associate**, who will report to the Communications Director. This is a full-time position based in New York. Applicants must have a valid work permit to work in New York.

The Communications Associate will support a variety of communications needs such as managing the initiative's social media channels, helping to arrange top-tier media interviews, writing content for and keeping the initiative's website updated, and developing strategic communications to help programs achieve their goals. It's an exciting opportunity to learn from the best in the field of epidemic preparedness and cardiovascular disease prevention, and support their efforts with effective communication.

Specific Duties

- Update and maintain Resolve to Save Lives social media channels (Twitter, Facebook)
- Develop innovative social media strategies
- Update and maintain Resolve to Save Lives website
- Manage Resolve to Save Lives blog and weekly internal newsletter submissions
- Assist with writing program communications materials, such as OpEds, quarterly reports, brochures, key message documents, speech and panel remarks, and other project collateral
- Develop media interview prep materials
- Assist with Resolve to Save Lives advocacy and policy strategy
- Collaborate with staff on new ideas, directions and venues for Resolve to Save Lives communications

Qualifications and Skill Set:

- Bachelor's degree and 1 – 3 years' experience in health communications, health policy, public relations, communications, or digital communication
- Outstanding writing skills with sample blogs, OpEds, and/or short essays
- Strong social media management skills, ideally with documented experience managing social media accounts and examples of innovative social media strategies
- Excellent communicator, both written and oral
- Exceptional computer skills with experience in all Microsoft Office programs
- Proficiency in Photoshop, Illustrator and InDesign preferred
- Proficiency in HTML and CSS is a plus
- Background in health or biological sciences is a plus
- Self-motivated, meticulously organized, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Ability to work independently and with others
- Enthusiasm for the mission of Resolve to Save Lives and the communities we serve

How to Apply:

Please send a CV, cover letter and two writing samples to opportunities@resolvetosavelives.org

Applications will be received until the position is filled. Please note that only shortlisted candidates will be contacted.