



## Communications Associate

### Resolve to Save Lives

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and Multi-drug resistant tuberculosis treatment research. Our programs are concentrated in low- and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://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 in an initiative of Vital Strategies. To find out more, please visit [www.resolvetosavelives.org](http://www.resolvetosavelives.org).

#### **The Position**

Resolve to Save Lives is seeking a **Communications Associate** to support our global efforts to improve cardiovascular health.

The Communications Associate is a New York based position and part of a small team. Communications staff at Resolve to Save Lives cover a wide variety of tasks, such as managing the initiative's social media channels, arranging top-tier media interviews, developing behavior change communication campaigns, managing advocacy and communication partnerships, and developing strategic communications plans to support our team and programs achieve their goals.

#### **Specific Duties**

- Serve as Cardiovascular Health (CVH) team communications point of contact, contributing to a variety of communications projects concerning the elimination of trans fat, sodium reduction, hypertension treatment, and global web-based knowledge sharing
- Develop communications materials to support CVH program efforts, such as fact sheets, brochures, posters, OpEds, blogs, success stories, panel remarks and other project collateral
- Support CVH speaking engagements
- Co-develop network of global cardiovascular disease communicators; identify opportunities for cross-promoting materials
- Support tracking/management of all RTSL communications activities

- Support external event management (UNGA, WHA, conferences)
- Develop media interview prep materials
- Draft content for internal newsletter and RTSL website blog
- Support RTSL CVH scientific article production and promotion
- Co-manage content for ResolvetoSaveLives.org
- Collaborate with CVH staff and Communications Director on new ideas, directions and venues for RTSL 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
- 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](mailto:opportunities@resolvetosavelives.org)

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

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.