

Communication Coordinator

Vital Strategies

Vital Strategies (VS), 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. VS is an independent affiliate of The International Union against Tuberculosis and Lung Disease (The Union).

The Position

Vital Strategies is looking for a Communications Coordinator (CC) who will join our New York office and help advance a new global health initiative in cities around the world. The candidate will be responsible for coordinating efforts at the city-level to proactively raise the visibility of the project and its objectives and outcomes, developing content and messaging and providing PR expertise to local partners, and liaising with the different project partners. The CC will work with a world-class team of communication experts with a culture of supportive teamwork, rigorous evaluation, innovation and good humor.

The right candidate for the position will be highly organized, capable of keeping multiple projects advancing simultaneously, and a strong writer who is able to synthesize complex ideas into simple, compelling narratives for public audiences. S/he will be a creative thinker, contributing new ideas about how to pitch stories or share information to audiences in new ways. S/he will be highly motivated and detail oriented. In addition, the right candidate will be highly adaptable, capable of navigating and working effectively with a network of organizations, government institutions and officials, donors and partners. S/he will have impeccable judgement and personal communication skills.

The position requires a consummate team player who works well within a large team, advancing his/her own work but able to work with technical leads to gather information to inform final pieces.

The position is a good fit for a communications professional with three to five years of experience in PR, public affairs or strategic communication. S/he is hungry to learn more about a wide range of communications, wants to be part of a highly engaged and fun team, and is motivated by making a difference in the world. Vital Strategies' global team values diversity and multi-cultural fluency.

Vital Strategies offers competitive compensation 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.

Position and Duties as required, but including:

- Coordinate the communication efforts of a new, wide ranging global health initiative at the global and city-level, and across multidisciplinary partners including government, donors, international organizations, and non-governmental organizations
- Work directly with city-level communications officers, project teams, and external communication partners to stay informed on project activities, proactively identify project milestones, support communication strategies, and follow up on media impact
- Support cities in securing media and communication opportunities, channels, and creation of messaging based on milestones
- Assist with research on media outlets and opportunities and assist in media outreach & coverage with media releases, TV/radio interviews, feature stories, PSAs, press conferences, etc.
- Create content for press releases, opinion pieces, blogs, social media content, media relations content, case studies, and content for quarterly reports and newsletters;
- Develop & update general and program brochures, media kits, key messages, fact sheets, & other project collateral
- Assist in management of Social Media presence via Facebook, email marketing, Twitter, Blogs, etc. as directed

Qualifications and skill set:

- BA or higher degree in public or media relations, journalism, or related field, - or demonstrated min. of 3 yrs experience in one or more of these areas
- One to three years of experience in a public relations or public communication role
- Highly organized, attention to detail, independently motivated
- Exceptional writing ability and strong verbal and presentation skills
- Ability to work in a cross-cultural environment, and across multiple time zones
- Keenly interested in communication and marketing strategy
- Very interested in global health and/or development issues
- Strong editing skills
- Proficiency in Microsoft Office computer programs
- Proficiency or aptitude for communication technology such as Facebook, Twitter, content management systems
- Great teamwork and “people” skills
- Fluency in one or more languages other than English highly desirable

Compensation: Competitive salary and benefits. Salary is commensurate with experience.

How to apply:

Email your resume and cover letter along with the names, email addresses and phone numbers of three professional references to: hr@vitalstrategies.org

Please also state your salary requirements.

Applications will be accepted until position is filled. Minorities are encouraged to apply.