Communications Associate

Job Summary
Responsible for coordinating the communications output. Creates and delivers emails, newsletters, social media, and other publications.

Primary Responsibilities:
- Plan and implement communication strategies.
- Draft press releases. Oversee bi-weekly newsletter content development.
- Oversee NCUIH health campaigns on social media by writing posts including blogs, and tracking in compliance with NCUIH grants.
- Draft and oversee the social media calendar.
- Oversee distribution of campaigns to Capitol Hill staff, create lists for Congressional staff, and assist with sending campaigns.
- Oversee event coordination for website and Mailchimp in coordination with TARC and webmaster.
- Create flyers and graphics for events and social media.
- Manage press lists and prospect new press contacts.
- Develop content for campaigns.
- Develop communication materials such as infographics, one-pagers, and web content.
- Assist with maintaining and updating the organization's style guide.
- Develop a public version of a NCUIH Style Guide.
- Assist with all Youth Council Campaign activities in coordination with Technical Assistance and Research Center.
- Copyedit, proofread, and revise communications.
- Design and launch email campaigns.
- Assist with marketing for TARC events and other webinars.
- Promote NCUIH through public relations initiatives.
- Develop communications campaigns.
- Create and deliver press releases, media relations content, bios, newsletter content, social media content.
- Identify, develop, and execute communications strategy for key media contacts.
- Research media coverage and industry trends.
- Train and guide staff in external communications.
- Keep track of Indian health related matter in the media.
- Coordinate conference and press interviews.

Education and Experience Requirements:
- Proficiency in Microsoft Office including Excel, Mailchimp
- 2-3 years of experience in a communications role
- Bachelor’s degree
- Canva or basic graphic design skills