

# Communications Coordinator

## Position Description



### WHO WE ARE

Christian Connections for International Health (CCIH) [www.ccih.org](http://www.ccih.org) is a membership association of Christian organizations, secular or interfaith affiliated organizations, and individual members across the globe. CCIH staff are inspired by our Christian faith and our values and committed to evidence-based practice. CCIH staff are committed to the mission, vision and values of the organization. CCIH envisions a world where all have access to quality healthcare and prevention services. CCIH has earned a respected reputation for its information sharing and networking services and as an advocate for faith-based organizations in the professional global health and development community and with U.S. policymakers.

We are financed by membership dues and a variety of grants. CCIH is an equal opportunity employer. This position reports to the CCIH Communications Director.

### POSITION DESCRIPTION

This position will support the communication of CCIH's vision and mission and efforts to raise awareness of the broad scope and reach of faith-based organizations working in global health. The Communications Coordinator will engage with and inform the wide array of [CCIH members](#) to help members advance their goals in global health and development. This is a full-time position (part-time arrangements will be considered).

### RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Support CCIH's digital presence, including social media and digital marketing efforts.
- Develop and post social media assets and content.
- Develop and edit videos to share on social media and other platforms.
- Develop and post website content.
- Research, write, edit, proofread and format content for CCIH publications. Publications can include technical public/global health briefs and factsheets, monthly e-news, as well as promotional materials.
- Provide technical support for webinars and member meetings using video conferencing platforms, such as Zoom.
- Provide coordination support to CCIH member working groups.
- Identify business development opportunities for CCIH members.
- Communicate with CCIH members and other stakeholders.
- Attend and serve as support staff for the CCIH Annual Conference.

### WORK CONDITIONS

- CCIH staff work remotely and meet frequently via phone, video conference, and occasionally in person when needed, including outside of normal U.S. business hours.

- The Communications Coordinator is expected to provide his/her own office environment (desk, chair, internet, etc.). CCIH will provide office supplies. CCIH will provide a computer and printer for the duration of employment that must be returned to CCIH at the conclusion of employment.

## **REQUIREMENTS**

- Bachelor's degree in Communications, Journalism, Media Studies or English, or a degree in a technical/science discipline with strong demonstrated writing skills.
- Advanced computer skills (MS Office applications, Google Platform, website content management).
- Adept on social media platforms including LinkedIn, Twitter, Instagram, and Facebook.
- Adept on design and video editing platforms.
- Experience with formatting documents and spreadsheets including graphics.
- Excellent English written and oral communication skills.
- Ability to work in faith-based settings, with Christian and other religious leaders.
- Position is based in the United States and the candidate must be authorized to legally work in the United States.

## **ADDITIONAL CAPABILITIES AND ATTRIBUTES DESIRED**

- 1-2+ years work experience.
- Basic understanding of international health and development.
- Detail oriented.
- Excellent organizational and interpersonal skills.
- Motivated self-starter with the ability to manage tasks with limited supervision in a timely manner.
- Working knowledge (or fluency) in French or Spanish is a plus in working with our global membership.
- Professional demeanor and proven ability to work well with diverse groups of people.
- A team player who takes pride in his/her integrity and will represent CCIH and our members honestly.
- Mission and service motivated.

**TO APPLY:** Submit a cover letter (with a range for salary expectation and how you found out about the position), resume, and a 1-2 page writing sample to [jobs@ccih.org](mailto:jobs@ccih.org).

Incomplete applications will not be considered. You will receive an email notification after your application has been received. CCIH will only contact applicants who we are considering for the position. You will not be notified if CCIH does not move you to the next steps of the process. Thank you for considering working with our team.

March 1, 2021