HEALTHY NEWSWORKS COMMUNICATIONS ASSOCIATE POSITION

The Communications Associate for Healthy NewsWorks will play a crucial role in connecting our 20-year-old nonprofit organization with teachers, the community, board members, staff, and donors. We are looking for a creative communicator who is adept in fact-based writing, research, and problem-solving and has an interest in health. You will have the chance to develop your communications skills in collaboration with experienced writers, editors, designers, filmmakers, and others as you work to increase public awareness and support for Healthy NewsWorks.

This is a part-time position (20 hours a week) with the potential of increased hours.

RESPONSIBILITIES

The Communications Associate will play an important role in:

- Helping develop and implement communication strategies to promote the organization, engage new and existing target audiences, and enhance internal and external communications through email, web, print, and social media.
- Developing, writing, and editing newsletters, reports, fundraising materials, and articles.
- Supporting website management, including maintenance, design, development, and strategy.
- Interacting with program staff (teachers) and outside consultants to support production of student work, including newspapers, web content, magazines, videos and film shorts, and live events.
- Along with teachers and other staff, helping to coordinate interview schedules, permissions, and other arrangements.

Specific assignments will depend on organizational needs and the Communications Associate's qualifications.

QUALIFICATIONS

Expected

- Versatile writer and editor who wants to learn
- Superior oral and written communication skills
- Ability to multitask and to prioritize projects
- Ability to create and post to social media channels
- Proficiency in multiple technologies including Microsoft apps and services, WordPress, Canva, and Adobe Acrobat Pro
- Bachelor's degree or equivalent combination of education and three or more years of work experience in journalism, communications, marketing, or public relations

Preferred

- Proficiency in Spanish
- Master's degree in communication, education, public health, or a related field
- Demonstrated knowledge of public health and social marketing

LOCATION

Remote/Philadelphia area

SCHEDULE
20 hours per week

PAY RANGE
Compensation is competitive and reflects the successful candidate's skills, qualifications, and relevant experience.

CONTACT
Please send a resume, 3 to 5 writing samples (e.g., news article, report, social media post, press release), and cover letter expressing why you are interested in the Communications Associate position and what you would bring to the role:
John LaChine, Chief of Staff, at editor@HealthyNewsWorks.org

ABOUT HEALTHY NEWSWORKS

The mission of Healthy NewsWorks is to empower elementary and middle school students to become researchers, writers, critical thinkers, and confident communicators who advance health understanding and literacy through their factual publications and digital media. Healthy NewsWorks is a nonprofit organization that:

- Equips students with journalism skills, including interviewing, researching, writing, and discerning facts.
- Focuses on health promotion, including issues that affect personal and public health.
- Promotes health equity, by its focus on schools that serve children from under-resourced communities and through the work of student journalists.

Healthy NewsWorks is an equal opportunity employer. We seek to have a diverse and inclusive workforce that is representative of the communities we serve. Employment decisions are based on qualifications, merit, and program needs.