COMMUNICATIONS MANAGER

Join an organization at the forefront of health advocacy across the nation.

Community Catalyst, a national advocacy organization, has been giving consumers a voice in health care reform for two decades. We provide leadership and support to state and local consumer organizations, policymakers and foundations that are working to guarantee access to high-quality, affordable health care for everyone. Our contributions, which range from policy analysis and strategic assistance to managing national campaigns, enable consumer groups to provide leadership in the hard work of transforming the U.S. health care system. Since 1998, in states and communities across the country, we have been a catalyst for collaboration, innovation, and action in health care reform. Additional information about Community Catalyst can be found at www.communitycatalyst.org

POSITION SUMMARY

The Communications Manager will be responsible for providing strategic communications counsel to two Community Catalyst projects: Together for Medicaid (TFM) and Outreach, Education and Enrollment (OEE) and support Community Catalyst’s communication strategies and systems. Both of these initiatives have a particular emphasis on mobilizing or reaching populations that have been left out or behind when it comes to increasing access to health insurance coverage in our country. One project in particular focuses on advocacy campaigns in the states that have not yet expanded Medicaid, and the person in this role would be responsible for messaging and storybanking work that would lift up the voices of people in the Medicaid coverage gap, who are disproportionately low-wage workers of color. We work closely with the initiatives’ national partners to engage in outreach to Asian and Pacific Islanders, people who identify as LGBTQ+, immigrants, people with disabilities, Black communities, Arab/Arab-American communities, Latino/a/X/e communities, and the intersectional identities therein.

This is a full time grant-funded position that will begin immediately.

Supervision:
The Communications Manager’s supervisor of record will be the Associate Director of Communications, who is also the Campaign Director for Together for Medicaid (TFM). However, the Communications Manager will work closely with the Communications Director and will be a member of the Communications Team.

RESPONSIBILITIES

- Lead development and implementation of all communications activity for the TFM and OEE projects, including overarching strategy development, media relations, digital communications, communications structure and protocols, messaging and implementation plans.
- Provide communications technical assistance to both projects’ grantees, including counsel on developing and executing communications strategies and tactics, production of communications materials, and proactive and rapid response message development. Provide training as needed.
- Lead development and implementation of Community Catalyst’s work on storybanking, the art and practice of working with people to empower them to share their stories, including coordinating our Storybanking Caucus, a group of full-time storybanking grantees from 7 states.
Serve as primary liaison to any PR agency/communications firm representatives supporting the work.

Identify common themes from the work of the project’s grantees and identify issues that can be elevated nationally through a communications lens.

Work closely with the Media Relations Manager to develop and execute strategies around report releases, generating and pitching story ideas to the media, writing press releases, op-eds, statements and talking points, and triaging press calls.

Work closely with Digital Communications staff to devise and implement a digital strategy for the project, advise grantees on their digital strategies, and to develop fresh, compelling and measurable web and social media content.

Work with staff to develop and write reports and communications products, including providing assistance in translating complex health policy materials for broader audiences.

Provide support to Community Catalyst’s Communications department including trainings for staff or partners, content development, triaging press calls, and assistance with copyediting.

Develop communications component of funder reports and other information provided to relevant stakeholders

Other related duties as assigned.

QUALIFICATIONS

Required

- Bachelors’ degree plus 3 years work experience, Masters’ degree plus 2 years work experience, or 5 years of relevant work experience
- Commitment to social justice and experience in social change activism
- Excellent writing, editing and presentation skills, including journalism and/or public policy experience for lay audiences and policymakers
- Experience working with media and developing media materials, including developing, writing and pitching stories, drafting and placing op-eds and letters to the editor
- Experience leveraging digital communications and social media in communications and advocacy campaigns and solid knowledge of social media and advocacy platforms
- Experience providing assistance or other training in strategic communications to advocacy organizations.
- Strong interpersonal skills and the ability to work collaboratively with diverse groups of people in a variety of settings
- Strong organizational skills, detail oriented and able to manage many tasks simultaneously
- Ability to respond to tight timelines
- Collaborative team player

Preferred

- Strong interest in and knowledge of health policy issues with health communications experience
- Background in journalism and/or public policy experience writing for lay audiences and policymakers
- Bilingual/Bicultural background

BENEFITS & SALARY RANGE
Salary Range: $55,167—$68,959
Generous paid time off policy
Robust benefits package
Convenient downtown Boston, Massachusetts or St. Louis, Missouri or Washington, D.C. location

Applicants should submit a resume with a one page cover letter briefly summarizing their interest in and qualifications for the position to: jobs@communitycatalyst.org. Please put “Communications Manager” in the subject line.

Community Catalyst is strongly committed to building a work environment that recognizes, respects, and encourages the unique contributions of a broad spectrum of qualified employees. We strive to make employment decisions that support inclusion to maintain a work atmosphere that is diverse, equitable and promotes family-friendly practices and work-life benefits so that people of diverse backgrounds and lifestyles may grow personally and professionally.

We do not discriminate in hiring based on age, color, ethnicity, race, national origin, primary language, religion, socio-economic status, family status, mental and physical disabilities, veteran status, gender identity characteristics and/or expression, sex, medical condition, sexual orientation or any other classification that is protected by federal, state, or local law.

Through all of our programs, Community Catalyst works to build a better future for all individuals by advancing health equity, focusing on people of color, immigrants, as well as disability, gender, sexual identity and socio-economic status. It is important for our staff to reflect the diverse communities with which we work. People of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English are encouraged to apply.