



Coalition Communications and Operations Manager (100% remote) About the job:

The National Coalition for Hospice and Palliative Care (Coalition) is seeking an energetic, independent, and creative Manager, Communications and Operations to serve as an essential member of the Coalition team. Reporting to the Executive Director, the Communications and Operations Manager, will function as a communications generalist, bridging multiple areas, website manager, social media (Twitter) (50% Communications) and also 50% on general Coalition operations and special projects and serving as a liaison to the Coalition's Membership. Manager contributes to all aspects related to the overall management and day-to-day operations of the Coalition.

The Coalition Communications and Operations Manager will support the Coalition's communications activities and work very independently and 100% remotely as part of a small collaborative remote team that values initiative and creativity.

Office computer and basic-set-up provided if needed.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Communications Duties:

- Serves as primary website editor (Wordpress). Makes all changes and edits and works with staff on content. Primary liaison with website and design vendors.
- Edits content for a wide variety of formats, including blogs, websites, social media, and newsletters. Opportunity to write as SME builds.
- Oversees and manages Coalition Twitter handle, including developing and implementing approaches for growing engagement; creating and scheduling content; and gathering, analyzing, and reporting on metrics.
- Develops social media graphics using Canva or other tools
- Oversees bi-monthly newsletter, *Coalition Edition*, including planning, soliciting, and editing content, and coordinating distribution.
- Manages Coalition webinar program (1-3 a year) and works to develop program with ED and volunteers
- Primary liaison to the Coalition Communications Workgroup
- Manages Coalition communications special projects as assigned

Operations/Activities:

- Provides general support for the Coalition, including meeting minutes for Board and Coalition meetings, and maintains Coalition rosters
- Primary liaison with Coalition web vendor and service providers
- Manages logistics for occasional in-person meetings and events

Qualifications

- Bachelor's degree preferred, along with two to three years of experience in communications, marketing, administration or a related function.
- Strong working knowledge of Microsoft Office suite; experience with social media on behalf of an organization/brand/institution preferred; Experience with Canva and/or video editing software are a plus or a strong willingness to learn OTJ.
- The following are not requirements but will strengthen an application: General knowledge of the health care sector; specific knowledge of hospice and/or palliative care; experience in membership and/or non-profit organizations.

Competencies

- **Organizational Skills:** Ability to plan and manage projects independently, navigate multiple priorities with superior attention to detail, and meet deadlines. Passion for high-quality outputs.
- **Communication/Writing Skills:** Ability to demonstrate creativity and resourcefulness in written communication, social media, public relations, and interest in growing as a professional.
- **Teamwork/Collaboration:** Passion to work as an effective member of a very small virtual team.
- **Customer Orientation:** Ability to engage effectively with multiple stakeholders, including colleagues, Coalition members, potential donors, board members, the media, and the public.

This position is classified as a full-time, exempt position with a starting salary range from \$62,000-\$75,000 (commensurate with related experience) plus annual performance increases.

The Coalition offers a

- health care stipend
- retirement
- three weeks paid vacation/sick leave
- twelve paid holidays
- the week off between Christmas and New Year's (offices are closed).

Please submit a cover letter and resume to INFO@nationalcoalitionhpc.org

The Coalition is an Equal Opportunity Employer.