



MedGlobal

Job Title:

Communications Manager

About MedGlobal:

MedGlobal is an international medical non-profit organization providing health services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health volunteers of diverse backgrounds.

Job Summary:

The Communications Manager will be responsible for developing the organizational communications program. The ideal candidate will possess a hybrid experience of communications, social media management, brand management and marketing development to execute all programming and related campaigns and eventually build and manage a team.

This position reports to the Executive Director and will preferably be based in Chicago or the Los Angeles areas.

Key Responsibilities:

- Develop marketing and social media strategies; using social media data and analytics to make key-decisions

- Curate, write, edit, and update web and print content for diverse audiences.
- Create graphic designs for our website and social media campaigns
- Growing an email audience through tools such as Mailchimp and newsletters
- Editing video and creating shareable video content
- Lead efforts to continue sharpening social media presence as a way to engage supporters, build momentum and share success stories
- Lead the creation of MG's new website and its maintenance to ensure its current content & monitor its performance
- Manage media relations, including building relationships with media contacts and proactively securing media opportunities
- Craft talking points and develop effective media strategies that may include press outreach, op-ed's, and innovative social media
- Manage the organization communications assets, including its photo library, success stories logo library, infographics, design files, print and digital collateral. Provide assets to other departments as needed.

Qualifications:

- Bachelor's degree or equivalent desired
- Experience with Adobe Creative Suite

- Proven track record of running successful social media campaigns
- Proven track record of increasing subscribers engagement
- preferably in communications, marketing or any related field.
- Minimum of 3+ years of communications experience
- Excellent written & verbal communication skills, and ability to write in a clear and compelling style.
- Experience with up-start or non profit preferred
- Ability to prioritize and lead multiple projects, activities, and actions with competing deadlines and levels of urgency.
- Self-motivated, accountable to goals and willingness to learn new techniques, ideas, and skills.
- Excellent personal organization, work planning, and time management skills.

Job type:

Contractor

Job location:

Remote - MedGlobal has no physical offices, the network consists of volunteers based mainly in the U.S. and the U.K.

How to apply:

To apply for this position, please send a cover letter, resume and contact information to careers@medglobal.org with subject line:

Communications Manager Application