



**Delaware Healthcare Association
Job Description
Communications Manager**

DELAWARE HEALTHCARE ASSOCIATION JOB DESCRIPTION	
JOB TITLE: Communications Manager	REPORTS TO: Vice President of External Affairs
JOB SUMMARY:	The Communications Manager will work with the VP of External Affairs to lead the day-to-day communications and media operations of the Delaware Healthcare Association and its membership of hospitals, health systems and healthcare related organizations. Duties will include managing the association’s social media and weekly newsletter, drafting press releases and media statements, and assisting with internal and external communications.
MAJOR FUNCTIONS:	<p>Create and share content in managing an active DHA presence across social media platforms.</p> <p>Produce internal and external communications vehicles including DHA’s weekly e-newsletter to members as well as a quarterly newsletter for external stakeholders.</p> <p>Draft DHA blog posts, press releases, and DHA statements in response to media inquiries.</p> <p>Work with the communications leads of DHA’s members on the Strategic Communications Advisory Committee to stay coordinated on messaging relating to major and emerging issues.</p> <p>Design infographics and other visual materials to assist the policy team with advocacy work.</p> <p>Create toolkits to assist members and partners with suggested messaging and content for major issues or campaigns.</p> <p>Regularly update the content on DHA’s website.</p> <p>Other duties/projects as assigned.</p>
SKILLS NEEDED:	Social media expertise Written and verbal communications High degree of organization and attention to detail



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MINIMUM EDUCATIONAL REQUIREMENTS AND EXPERIENCE:	Bachelor's Degree in a related field and one to three years of work experience in a related field.
TO APPLY:	Please email your cover letter and résumé to info@deha.org and use "Comms Manager" in the subject line.