



Neighborhood Health – Communications & Brand Coordinator
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Communications & Brand Coordinator to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Communications & Brand Coordinator, you will:

- ✓ Collaborate on the development of yearly communication goals that coincide with organizational strategies.
- ✓ Create a clear strategy and branding kit that can be easily supported by staff and the leadership team; provide clear guidelines for print and digital materials. Ensure staff are trained appropriately.
- ✓ Design newsletters, brochures, and press releases to reach all constituents through innovative methods and/or new networks. Ensure all publications are culturally sensitive for targeted audience(s).
- ✓ Assist with the intake of speaking engagements and connect appropriate staff to presented opportunities.
- ✓ Visit all clinic locations at least twice a month to assess internal documents, displays, posters, bulletin boards, etc. to ensure compliance.
- ✓ Work with social media sources (print, radio, TV, etc.) to promote Neighborhood Health.

Requirements:

- Three years of relevant experience preferred.
- Experience in health care or not-for-profit preferred.
- Graphic design experience preferred.
- Active Driver's License required.

Education Requirements:

- Bachelor's Degree required in Communications, Marketing, Public Relations or related discipline.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org