

UCSF HEAL Initiative Communications Officer

The UCSF HEAL Initiative focuses on realizing global health equity through [training, transforming, and building](#) a transnational health worker community. We are looking for a communications officer to join our small and spirited Bay Area based team.

At HEAL, we believe health is achievable for even the most vulnerable populations when we apply principles of equity, justice, and solidarity. We are the most diverse and largest global health fellowship in the country, **with 150 fellows and alumni** across 19 sites committed to transforming resource denied communities.

Since we began, we have anchored in a strong racial justice and health equity approach. During COVID we received [press](#) for our work in Navajo Nation. [The language we use, the narratives we tell](#), and the communication externally is crucial to building the movement for health equity. We are passionate to amplify our fellows' individual and collective stories during this critical time in HEAL's journey.

As such, this is the first time our expanding team will have a full time excellent communications lead on a high performing and high spirited team. We are excited to welcome the right fit to help drive the next five years of our program.

Role:

1. Creating our annual communications strategy and workplan with support from our newly formed communications subteam. Developing, tailoring, calendaring, and implementing communications to all stakeholders, including quarterly reports, annual reports, routine mailings (45%)
 - Including skillfully managing key platforms for HEAL (twitter, instagram, linkedin, website, UCSF media coordination)
2. Developing fellow and alumni-centered content in HEAL's voice including (i) development of materials directly from fellows and alumni and (ii) supporting fellows and alumni to tell their own stories in compelling and accessible ways (25%)
3. Providing communications material for funders and grants; and routine tracking of communication to HEAL supporters (20%)
4. Leading and/or coordinating development of high yield visual content, including videos with external videographers, photography, infographic and visual development re impact metrics (10%)

Ingredients for a strong match include:

- Experience developing and implementing communications strategies, with an ability to operate at a strategic and tactical level
- An experienced implementer who thrives on managing initiatives concurrently
- Extremely organized and well managed, self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

- Impeccable copywriting and copy editing abilities
- Excellent verbal communication and presentation skills
- Skillful in graphic design including comfortability with Adobe Creative Cloud (Photoshop, InDesign, Premiere Pro) and Canva and as well as experience with wordpress
- Track record of commitment to equity and racial justice
- Skilled at Social Media Content Creation, platforms, and marketing
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Lived experience working with a resource-denied community through education, work, or other direct experience, with developed understanding of solidarity and justice
- A can-do attitude paired with a strong talent for prioritizing. Additionally, comfort working in an early stage/start-up organization where you can build systems and processes is key for being a strong match.

Requirements:

- 3-plus years of communications, marketing or public relations or related experience, specifically with small organizations and justice organizations.
- Experience managing digital content
- Proficiency with Microsoft Office (Excel, PowerPoint, Word)
- Extremely strong English reading and writing skills

Role formally employed by UCSF with all UCSF benefits etc. This is a full-time position and will be based out of our HEAL office in the East Bay, California once in-person work is safe and possible, and will be remote in the meantime. Salary commensurate with experience with a range from 68k-73k.

Additionally, this role is co-funded by an external philanthropic grant and as such, will link the Officer in a cohort with other talented social justice communicators.

HEAL believes in creating a **diverse** community and strongly encourages women, underrepresented minorities including indigenous people, first generation to college, and people with deep roots in Oakland to apply.

Rolling application, applications open until position is filled.

Please send a cover letter and resume as pdf attachments or any questions related to the position to Joshua Delfin, Operations Officer, at healinfo@ucsf.edu.