

<b>Job Title</b>	Communications Manager
<b>Employer/ Agency</b>	The Immunization Partnership
<b>Job Description</b>	<p>The Communications Manager is responsible for the design and implementation of the organization's overall communications strategy, including managing traditional and digital campaigns. These campaigns amplify and expand TIP's message and brand in local, state, national, and international markets. The ability to disseminate a clear message of TIP's policies and position on immunizations issues through the best distribution channels is vital.</p> <p><b>MAJOR RESPONSIBILITIES</b></p> <ul style="list-style-type: none"><li>• Collaborate with the President and Chief Executive Officer and senior leadership to develop communication strategies</li><li>• Collaborate with Chief Operating Officer and Chief Development Officer to meet objectives and deadlines</li><li>• Collaborate with TIP programs managers on projects to ensure communication and materials align with TIP's mission and strategic plan</li><li>• Lead proactive media and press campaigns</li><li>• Create, implement and manage advertising, marketing, and publications for promotional events or other special programs</li><li>• Create, distribute, and maintain high-quality and informative press releases, talking points, position documents, presentations, annual reports, flyers, brochures and related materials for internal or external use</li><li>• Develop and maintain positive working relationships with external audiences and handle media inquiries and interview requests</li><li>• Develop and monitor branding strategies for employee use</li><li>• Coordinate and manage printing, graphic design, and other publication materials</li><li>• Manage inbound marketing, including updating the website, SEO management, webinar promotions, and social media marketing</li><li>• Attend webinars, stakeholder meetings, workshops, and other program events as needed</li></ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree required, preferably in communications, marketing, public relations, English, or public health communications</li> <li>• One year of experience in communications, public relations, or related field</li> <li>• Excellent written and verbal communication skills; copy editing and professional writing experience preferred</li> <li>• Ability to translate complex technical concepts into language easily comprehensible to diverse audiences</li> <li>• Experience with best practices for media campaigns across multiple platforms</li> <li>• Social media strategy development and implementation, including Facebook, Twitter, and LinkedIn</li> <li>• Experience in marketing promotional events</li> <li>• Enthusiastic, detail oriented, and self-motivated</li> <li>• Graphic design skills preferred</li> </ul>
<b>Salary/Hours</b>	TBD/40 Hour
<b>Employer/Agency</b>	The Immunization Partnership
<b>Address</b>	PO Box 5168
<b>City, State, Zip</b>	Katy, TX 77491
<b>Contact Person</b>	Ashtyn Hooper
<b>Contact Title</b>	Chief Development Officer
<b>Telephone Number</b>	2814003689
<b>Email Address</b>	careers@immunizeusa.org
<b>Application Method</b>	Email
<b>Opening Date</b>	ASAP

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