



Job Title: Communications Manager Supervisor: Director, Communications & Development Department: Communications	FLSA Status: Non-Exempt Revised: 02/07/2019
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About Christ Community Health Services:

Mission: To proclaim Jesus Christ as Lord and to demonstrate His love by providing affordable quality primary healthcare to the underserved.

Providing primary medical and dental care to more than 6,000 patients from 10 counties in and around the Central Savannah River Area (CSRA), CCHSA is a growing non-profit that seeks to serve. More than 80 employees make possible the operations of two medical clinics and a newly opened dental clinic.

CCHSA offers fully-paid health insurance for full-time employees and invests considerably in the holistic development of staff, including tuition reimbursement, employee care allowance, and staff-wide community events.

General Summary: Under the supervision of the Director of Communications & Development, the Communication Manager sets and guides the communications and public relations strategy; designs newsletters and donor communication tools; maintains organization brand standards; and manages event promotion, websites, and social media activities.

Major Areas of Responsibility:

1. Establishes communication strategy in cooperation with Senior Management.
2. Plans, writes and edits content for a variety of communication vehicles including websites, print and digital newsletters, brochures, social media, staff intranet and others.
3. Responsible for design of communication materials.
4. Ensures organizational initiatives and projects are successfully communicated to staff and external stakeholders.
5. Meets with individual departments and committees to ensure communication needs are met.
6. Upholds brand standards for internal and external communications.
7. Assists with creation of fundraising campaigns.
8. Assists with event planning and communications
9. Produces and maintains a library of staff and patient testimonials and success stories.
10. Other duties as assigned by supervisor.

Required Knowledge, Skills, Abilities:

1. Strong written and verbal communication skills.
2. Excellent interpersonal skills.

3. Proficient with InDesign, Photoshop, Illustrator or similar graphic design software.
4. Skilled at website and social media content development.
5. Extensive knowledge of Microsoft Office.
6. Able to work in a fast-paced, rapidly growing organization.

Education and Experience: This position requires a Bachelor's Degree in Communications, Public Relations or a related field. At least five years of experience required. Non-profit experience helpful but not required.