



## **JOB DESCRIPTION**

**Position Title:** Communications Manager

**Department:** Science & Practice

**FLSA Status:** Exempt

**Reports to:** Director of Grant Operations

**Supervises:** N/A

**Last Reviewed:** August 2025

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### **BASIC FUNCTION**

ADCES in collaboration with Centers for Disease Control (CDC) and Emory Centers for Public Health Training and Technical Assistance is working collectively to increase access to diabetes self-management education and support (DSMES) and diabetes prevention among underrepresented populations. This initiative is referred to as MATCH and the team is tasked with providing guidance, training and technical support to 77 organizations across the nation.

The Communications Manager is responsible for developing and supporting an integrated communications and content strategy plan to ensure alignment across all participant organizations. This includes managing content via a project-based intranet, and creating content to share such as best practices, lessons learned, and success stories.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work with the MATCH leadership team (staff at ADCES, Emory and the CDC) to create and maintain communications strategies and content plans that ensure recipient organizations understand their role, and know what support and resources are available to help them achieve their goals. This includes developing a communications plan for 15 different strategy groups.
- Manage development of communications strategy and content plans via Asana.
- Responsible for editing communications for easy digestion that meet communications guidelines and adheres to the CDC review process
- Help to identify needed resources and work with MATCH team members in determining the appropriate message-channel. Resources could include blog posts, short-form videos, podcast episodes or engagement tip sheets.

- Actively work to integrate the work of MATCH to the ADCES membership and the larger diabetes care team.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Must possess ability to manage projects from start to finish.
- Excellent writing, grammar and editing skills required.
- Familiarity and proficiency with Adobe Premier, InDesign, Photoshop, and MailChimp
- Proven knowledge of communications principles to drive campaign success.
- Ability to effectively utilize data to drive strategy essential.
- Ability to work well both independently and as a team member.

### **EXPERIENCE/EDUCATION**

- Candidate must possess 3-5 years of related communications and/or marketing experience.
- Bachelor's degree in communications or a related field preferred. Coursework in public health a plus.
- Demonstrated experience leading communication initiatives and/or campaigns.
- Health communication experience strongly desired.
- Project management experience a plus.

### **PHYSICAL DEMANDS**

Organization observes a hybrid work schedule. Requires ability to communicate and exchange information, collect, compile and prepare work documents, and set-up and maintenance of related work files. Occasional day and overnight travel by air and/or automobile may be required.

### **WORKING CONDITIONS**

Majority of work performed in a general office environment. Position requires occasional availability for extended hours plus non-traditional hours required to perform job duties. May also require participation and attendance at organization sponsored events and meetings out of state.