



JOB TITLE: Communications Specialist

DESCRIPTION

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 Specialist 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.

DUTIES AND RESPONSIBILITIES

- Help to create effective communication strategies for MATCH.
- Coordinate external and internal communications streams.
- Project management via the Asana platform.
- Content creation and development of weekly, monthly, and ad hoc newsletters.
- Collect, evaluate, and report on communications analytics, e.g., Brightspace Learning Management System [LMS], Mailchimp, etc.
- Video creation for dissemination in weekly emails and on LMS.
- Take the lead on reviewing documents and other collateral when submitted.
- Take notes and distribute the task list from the weekly Core 3 meetings.
- Help to oversee the shared MATCH inbox.
- Understand, maintain, and stay abreast of the style guides for both MATCH and CDC.
- Clearly and accurately articulate guidelines to Subject Matter Experts [SMEs], internal MATCH staff, and recipients.
- 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.

QUALIFICATIONS

- Minimum of 3+ years of prior work experience required.
- Bachelor's degree in communications, journalism, public relations, or a related field, coursework in public health a plus.
- Excellent communication, writing, grammar and editing skills required.
- Proven experience with communications strategy development.
- Content writing experience for all social media platforms.
- Must be proficient in MS Office, particularly PowerPoint, Word, and Excel.



- Video/audio editing experience is a plus. Graphic design experience will be given additional consideration.
- Proficient in Adobe Creative Suite apps, particularly Premiere Pro, Illustrator, InDesign, Acrobat, After Effects, and Photoshop.
- Experience working in Brightspace and/or on the WordPress platform is a plus.
- Must possess ability to manage projects from start to finish.
- Ability to effectively utilize data to drive strategy essential.
- Strategic and creative thinker.
- Ability to work under pressure and meet deadlines.
- Thorough attention to detail.
- Ability to work well both independently and as a team member.
- Portfolio of work and/or URLs to view past work.

PHYSICAL DEMANDS & WORKING CONDITIONS

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.

Majority of work performed in a general office environment. Organization observes a hybrid work schedule. 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.

TOTAL REWARDS

This role is an hourly non-exempt position, paid on a bi-weekly basis, 37.50 hour/per week work schedule.

The salary range for this position is **\$52,000 – \$58,000**, and is a good faith estimate based on industry and geographic market compensation data at time of posting, internal equity and organizational budget. Base salary offers are determined by candidate qualifications, relevant and applicable work experience, position specific skills, credentials, etc.

Our total rewards program is designed to reward and retain talented individuals who deliver exceptional service to our members and business partners. This includes:

- 401k plan - employees are fully vested at 100% from the first day of employment with ADCES contributing 6% of an employee's salary to the employee's 401(k) account.
- Comprehensive benefits package including Medical, Dental, Vision, Disability & Life insurance coverage, Flexible Spending Accounts (FSA), Employee Assistance Programs, Cariloop caregiver support, and a Pre-tax Commuter Program.
- Generous paid time off that includes minimum 2 weeks of vacation annually, 11 paid holidays, and 10 personal/sick days per year.
- Professional development, tuition reimbursement policy.
- Flexible hybrid work schedule environment, summer hours and casual dress.
- Discretionary incentive bonus program.



HOW TO APPLY:

To apply for any of our open jobs, please forward your resume and salary requirements to our email:
hr@adces.org.

ABOUT THE ORGANIZATION:

The Association of Diabetes Care & Education Specialists is a multi-disciplinary professional membership organization dedicated to improving diabetes care through education.

With more than 11,000 members including nurses, dietitians, pharmacists and others, we have a vast network of practitioners involved in the daily treatment of people with diabetes.

Collectively, our alliances, member practitioner networks and academic partners uniquely position ADCES at the locus of change for the future treatment of diabetes.

The Association of Diabetes Care & Education Specialists is located at 125 S. Wacker Drive, Suite 600, Chicago, IL 60606.

ADCES is proud to be an Equal Opportunity Employer. We encourage and support diversity in our workforce.