



Center for Improving Value in Health Care (CIVHC)
JOB DESCRIPTION

Position Title: Communication Specialist (Level I)
Reports To: VP of Communication and Marketing
Job Classification: Exempt, Full-time
Salary: \$45,000 - \$55,000 annual

About CIVHC:

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. We strive to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Overview:

The Communication Specialist role is a critical support position on the Communication and Marketing team. The Communication and Marketing team is responsible for promoting the work of CIVHC and stakeholder Change Agents, driving and promoting public reporting based on analyses from the Colorado All Payer Claims Database (CO APCD), and assisting all departments with internal and external communications, including stakeholder engagement, outreach, and support.

The Communication Specialist provides this vital support to the Communication and Marketing team through a variety of functions including, but not limited to, event and calendar management, social media and website maintenance, marketing/content creation, editing, and promotion across several platforms, impact analysis of CIVHC publications, and research to support CO APCD data releases.

Job Duties:

- Schedule and attend monthly marketing and communications strategy meetings – prep materials as needed
 - Impact updates
 - Roadmap review/updates
 - Upcoming
- Member of Branding and UX Workgroup – second point of contact on Marketing and Comm Team for final review of reports and deliverables
- Website updates and general maintenance/clean-up of site (checking and updating links, updating banner, organizing back-end)
- Populating monthly newsletter, data brief and other email announcements
- Social media messaging and/or scheduling and monitoring
- Webinar and external event scheduling and coordination



- Organization of collateral materials, electronic and printed, sharing on website and with all CIVHC staff
- Collation and reporting of market/client feedback
- Collection of impact metrics for marketing and public reporting
- Maintenance of public reporting roadmap
- Public reporting project administrative support (collect feedback, gather provider contact information, support promotion, support preview period)
- Maintenance of CIVHC master contact lists, presentation, and CO APCD mention tracking
- Help collecting and updating contact lists for key audiences (media, employers, providers, etc.)
- Support formatting of tables and basic graphics for reports
- Assist with scheduling and logistics of meetings with other departments including developing slides, materials, minutes, and follow-up items
- Support development and execution of Content Platform/Editorial Calendar (blogs, Change Agents, Webinars, etc.)
- Attend meetings as necessary to help communicate status updates, project details, and potential issues to State partners
- Assist with developing user guides and supporting customer service goals

Minimum Qualifications:

- Bachelor's degree or Associates Degree in communication or marketing preferred
- 5 years of experience in lieu of a bachelor degree or associates degree
- 2 years of experience preferred with a bachelor degree or associates degree

Preferred and Essential Skills:

- **Preferred:** website update experience (WordPress or other) and/or website development, social media experience (Twitter, LinkedIN, Facebook), InDesign/Adobe Suite, email marketing software (Constant Contact or others), survey programs (Survey Monkey or others)
- **Essential skills:** excellent communication skills (written and verbal), ability to prioritize and organize multiple tasks and projects, excellent team player, willing to take initiative, problem-solve, learn new skills, and offer creative ideas, experience with Microsoft software (Word, Excel, Powerpoint)

Benefits:

- 403b Retirement Plan
- Medical, Dental, and Vision plans
- Healthcare and Dependent Care Flexible Spending Account options
- Paid life insurance
- Short- and long-term disability coverage
- 9 paid holidays per year plus generous personal time off
- Company-paid parking
- On-site workout facility
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Employee wellness program
- Internal professional development opportunities



- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Physical Requirements:

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings; some overnight travel may be required.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview.