



POSITION ANNOUNCEMENT

Job title:	Global Communications Manager
Location:	Remote, needs to overlap with EST and PST business hours – Possible locations: Latin America region, United States and Europe.
Status:	40 hours/ week
Reports to:	Communications Director
Supervises:	N/A
Posting Date:	April 24, 2019
APPLICATION DEADLINE:	9AM ET, Monday May 27, 2019 – candidates will be reviewed on a rolling basis

Organizational Overview

[Health Care Without Harm](#) seeks to transform the health sector worldwide, without compromising patient safety or care, so that it becomes ecologically sustainable and a leading advocate for environmental health and justice. With offices on three continents and partners around the world, Health Care Without Harm is leveraging the health sector's expertise, purchasing power, political clout, workforce development, and moral authority to create the conditions for healthy people, communities, and the environment.

[Global Green and Healthy Hospitals](#), a program of Health Care Without Harm, is an international network of hospitals, health care facilities, health systems, and health organizations dedicated to reducing their environmental footprint and promoting public and environmental health. This network brings together more than 1,100 institutional members, representing more than 36,000 hospitals around the world.

Position Description

The Global Communications Manager is responsible for developing and implementing a communications strategy, as well as managing all aspects of communications projects, systems, and tactics for Health Care Without Harm's global work. The Communications Manager leads all international programs communications efforts, providing support to a staff of ten members of the organization's Global Secretariat who manage a diverse set of programs and projects, while also convening a team of peers from Health Care Without Harm's regional offices and partners, ensuring the organization's communications framework informs program' strategy.

Primary Objectives

1. Develop and implement a communications strategy for Health Care Without Harm's global work (20%).
2. Manage all day-to-day communications needs for Health Care Without Harm's global programs, including websites, email marketing, social media, film, and other systems (50%).
3. Facilitate collaboration across Health Care Without Harm's regional offices, partners, and communications teams to identify needs, develop shared strategies, align communications and engagement efforts and strengthen programmatic relationships (15%).

4. Working closely with the Director of Communications and other communications managers, contribute to the development of communications strategies and systems that supports the goals of Health Care Without Harm and its programs (15%).

Essential Functions

Communications strategy and project management

- Lead the coordination, development, and implementation of various global communication initiatives (for example: Green Health Challenges, Hippocrates Data Center, and HCWH's global climate strategy and the Sustainable Health in Procurement Project collaboration with UNDP).
- Working closely with other communications managers, maintain an editorial calendar for global work.
- Integrate strategic communications perspective in international program and campaign planning (including proposal and budget development)
- Develop and execute a media strategy that leverages Health Care Without Harm's unique position and the expertise of key leadership staff.
- Manage all communications aspects including innovative communications, marketing campaigns and engagement strategies and tools for the Global Secretariat and its programs, including the Global Green and Healthy Hospitals Network, Healthy Energy Initiative, Climate Change and Health, and Sustainable Health in Procurement Project.
- Manage publications and social communications, including planning, review, layout, content development, design, and promotion (email, web, social), and evaluation.
- Collaborate with the Director of Communications and other communications staff in the strategic planning of communication projects and campaigns.
- Ensure all communications efforts fall within the organization's strategic communications framework.
- Working closely with the Director of Communications and the Global Secretariat, develop a growth plan that supports the communications needs of Health Care Without Harm's international work.
- Working closely with the Director of Communications, assist in developing an organizational communications strategy and messaging framework.
- Working closely with the brand manager, assist in the brand expansion and evolution of Health Care Without Harm's global work.

Program coordination

- Working closely with the Director of Communications, the International Managing Director and other department leads, assist in managing the global communications budget.
- Serve as the lead for all global communications activities during Health Care Without Harm's annual work plan development.
- Coordinate Health Care Without Harm's international communications team meetings, agendas, trackers, etc.

Other responsibilities

- Working closely with a range of staff, support the strategy, development, and use of Health Care Without Harm's online platforms (Hippocrates, GGHH Connect)
- Provide on-the-ground communications support for various events and activities throughout the year.
- Establish and maintain effective relationships with outside partners associated with communications, marketing, and PR activities.
- Communicate with colleagues through regular reporting, by email, phone and occasional face-to-face meetings.
- Travel internationally and work across multiple time zones at odd hours as necessary.
- All other duties as requested and needed to meet organizational goals.

Qualifications & Competencies

The ideal candidate will have/be:

- Degree in Communications, Public Relations, Journalism or Marketing or an equivalent combination of education and experience.
- Five years' experience of communications / marketing work.
- Experience working internationally, across multiple cultures, languages, countries and regions of the world.
- Strong project management skills and experience, including managing multiple priorities, motivating staff, and managing budgets.
- Demonstrated media experience, including writing and placing articles and building relationships with journalists
- Experience with social media and understanding of its use by NGOs.
- Experience producing publications and other communications materials, including (but not limited to) press releases, reports, white papers, news articles, web content, etc.
- Experience with developing communications strategy, objectives, and delivery of agreed results
- Excellent written and oral presentation skills in English, at least one other language is preferred (Spanish particularly)
- Good diplomacy and communication (oral and written) skills.
- Ability to prioritize workloads and work to tight deadlines.
- Motivated, flexible, and able to work as a team member and on his/her own initiative when the situation demands.
- Experience managing and working with multidisciplinary, multicultural teams.
- Ability to identify opportunities for adding value to projects by interacting with other teams.
- Creative and enthusiastic.
- Working knowledge of Microsoft Office suite, Adobe Creative Suite a plus.
- Experience managing databases of contacts (Salesforce).
- Website content management experience (Drupal).
- Experience in performing pro-active media outreach, maintain good working relationships with journalists and generating positive media coverage.
- Ability to work within a complex NGO and remote team environment.
- Excellent IT skills.
- Ideally experience working on Climate and Health issues.

What's In It For You?

- Work for an organization where the mission is inspiring and your colleagues are passionate and motivated.
- Work with staff that care deeply for the mission and the network of people carrying out that mission.
- Play a role in helping drive growth, influence impact, and advance efforts to create a more sustainable health care sector and community.
- Be part of an inspirational eclectic network.

To Apply or Inquire

Upload a cover letter and resume, in English, to Mariano DeDonatis, International Managing Director, [Here](#). Questions can be addressed to jobs@hcwh.org. Only competitive candidates will be invited to participate further in the recruitment process. Position open through 9AM ET, Monday May 27, 2019.

Health Care Without Harm and Practice Greenhealth are committed to seeking and sustaining culturally and ethnically diverse organizations, and to the principles that promote inclusive practices. We are dedicated to building a diverse staff with expertise and interest in serving the mission of the organizations in respectful ways. HCWH is an Equal Opportunity Employer.