



## **Assistant Director of Communications**

The Foundation for Informed Medical Decision Making seeks a full-time Assistant Director of Communications to join our Boston-based team. Since 1989, the Foundation has produced information patients need to make informed health care decisions. Our award-winning video, web, and interactive programs help patients clarify their values, understand the importance of their preferences in making good medical decisions, and work with their physicians to make shared medical decisions.

### **Responsibilities**

- Oversee the Foundation's communications efforts to advance the organizational mission
- Develop, innovate and manage the Foundation's website
- Write and produce print, video and web materials for advocacy and outreach including press releases, summaries of research papers, policy briefs and other communication materials
- Identify, create and support social networking strategies for advocacy and community building
- Coordinate media requests and develop media tracking and organization system
- Produce and organize presentation materials
- Enhance the Foundation's public presence with creative use of appropriate communication platforms
- Coordinate projects with outside contractors, vendors and technical specialists
- Assist in researching opportunities for the Foundation's involvement in policy and other pertinent initiatives in support of the Foundation's mission

### **Skills/Experience**

- Bachelor's degree in Communications or related field and 5+ years experience
- Exceptional writing skills with demonstrated experience writing for various audiences and using innovative technologies for communication purposes
- Fluent in social media platforms, web communications and on-line advocacy tools
- Strong problem solving and verbal communication skills
- Experience in web site development and management
- Ability to manage multiple projects, organize work, multitask and meet deadlines
- Proficient with MS Office, Adobe software and/or other website editing software, Video editing software, Video/Audio conversion software
- Interest in health policy issues and enthusiasm about the Foundation's mission

All interested parties should submit a resume, along with a cover letter, to [hr@fimdm.org](mailto:hr@fimdm.org).