

## **Health Communications Job Description**

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- Designing and developing a variety of training materials for different venues (conferences, seminars, workshops, online modules, etc.).
- Creating technical and non-technical manuals, curriculum, and interactive computer-based courses.
- Ensuring materials are comprehensive and suitable for diverse audiences.
- Developing dissemination and implementation strategies for communication needs to a wide audience.
- Leading the implementation of internal and external communication projects.
- Planning communication efforts, including message development and media relations.
- Evaluating communication efforts to improve training material development.
- Conducting needs assessments to identify gaps and opportunities for improvement.
- Gathering and analyzing data relevant to communication projects.
- Providing expertise in evaluating educational and programmatic activities.
- Delivering training and presentations at various venues (meetings, conferences, trainings).
- Managing and responding to inquiries received by the department.
- Providing administrative support related to communication projects and workflows.
- Assisting with writing tasks, including manuscripts and technical instructions.
- Providing expertise in health communication and educational activities.
- Leading day-to-day management of communication projects.
- Translating scientific information into understandable language for non-scientific audiences.