

**Texas Health Institute**  
**2024 Job Description**

**Title:** **Communications and Convenings Coordinator**

**Reports to:** Communications Manager

**Location:** Fully remote, Texas-based

**Position Summary:** The Communications and Convenings Coordinator should have exceptional writing and organizational skills and a passion for health, public health, and health equity. The role will be responsible for assisting with the execution of the organization's overall communications strategy, with a focus on supporting and implementing promotional and logistical communications for the Institute's convenings department. This position will be an integral part of both the communications and convenings teams. The ideal candidate will be a self-starter and forward-thinker who seeks out process efficiencies and improvements.

Salary Range: \$51,000–55,000 based upon experience.

THI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply.

**Major Responsibilities:**

- Write and schedule social media posts, newsletters, promotional emails, and other communications
- Edit publications, blog posts, transcripts, presentations, and other communications
- Review communications and convenings deliverables
- Communicate about logistics with convening collaborators, speakers, exhibitors, sponsors, and registrants
- Develop supporting resources for logistical communication
- Maintain multiple organized tracking systems
- Collect monthly metrics across all THI platforms
- Execute multiple simultaneous communications plans accurately

- Follow standards in branding, tone, voice, language, accessibility, and design across all communications
- Work collaboratively with the communications and convenings teams to advance THI's professional brand and public presence

**Position Requirements, Knowledge, Skills, and Abilities**

*Note: These requirements represent minimum levels to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

**Supervisory Responsibility:** None

**Travel Required:** Approximately six trips per year.

**Required:**

- Bachelor's degree in communications, English, journalism, or applicable field, including social sciences
- Writing and editing experience, 1-2 years
- Social media experience, 1-2 years
- Email experience, 1-2 years
- Ability to communicate effectively with both internal and external parties
- Attuned to social media, email, communications, and marketing trends
- Attention to detail and highly organized
- Ability to prioritize projects, communicate progress, and deliver on time
- Knowledge of APA style and bias-free standards for writing, design, imagery, and data visualization
- Knowledge of ADA accessibility guidelines and CLAS standards for text, visual and audio materials
- Passion for health, wellness, service, and collaboration

**Preferred:**

- Experience with public health or science communications
- Experience with Constant Contact and Cvent
- Experience with Google Ads, Google for Non-Profits, and Google Analytics
- Experience with event planning
- Knowledge of public health, health care, primary care, nonprofit, or social service environment

**To Apply:**

Please email (subject line: Communications and Convenings Coordinator) a cover letter, the [THI application](#), and resume to Meghan Varghese at [mvarghese@texashealthinstitute.org](mailto:mvarghese@texashealthinstitute.org).

The cover letter should describe your interest in the position and include an explanation of your connection to THI's mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description.

**Incomplete applications will not be considered.**