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Illinois Public Health Institute Job Posting Content Producer

About IPHI

The Illinois Public Health Institute (IPHI) mobilizes stakeholders, catalyzes partnerships, and leads action to promote prevention and improve public health systems to maximize health, health equity, and quality of life for the people of Illinois. Across Illinois and the nation, IPHI provides convening, facilitation, training, policy advocacy, outreach, information sharing, and technical assistance to foster multi-sector community collaborative health transformation initiatives. With an annual budget of more than \$8 million and more than 30 talented staff leaders, IPHI works with numerous partners, contractors, consultants, and foundations to achieve our vision that all people and communities, especially those that experience health, social and racial inequities, are able to achieve their optimal health, supported by an effective multi-sectoral public health system.

About the Content Producer Position

As the content producer in our Center for Health Information Sharing and Innovation (CHISI), you'll spend most of your time supporting the center's Data Across Sectors for Health (DASH) program. This will consist of communicating our work (programs, learnings, outcomes, etc.) to a variety of audiences through blogs, our website, briefs, reports, podcasts, social media, and more.

However, the Senior Communications Manager may call upon you to support other initiatives as our center continues to grow and evolve.

[Data Across Sectors for Health](#) (DASH) is a national initiative that helps communities share data so that every person can reach their full potential for health. DASH provides funding, resources, and tools to help organizations in the public health, social services, and healthcare sectors share data.

This position is full-time, exempt, and comprises a standard work week of 37.5 hours.

To apply: Please visit this [link here](#) to apply. Complete applications must include a resume, a portfolio of five pieces of written content (i.e., blogs, articles, reports, etc.), and a 600–800-word public-health-related essay titled '2035: No One Expected That'. Applications will be considered on a rolling basis. No phone calls, please.

Duties and Responsibilities:

- You'll act as an in-house journalist and report on our work and its impact.
- You'll create digital content and materials for meetings, events, and our print/online publications.

- You'll write, produce, and manage collateral content, including newsletters, websites, social media, etc.
- You'll help to develop outlines and storyboards to guide the development of communication products, including blog posts, reports, podcasts, etc.
- You'll create and disseminate information related to lessons learned, key findings, technical assistance tools and resources, and other content related to our programs.
- You'll integrate principles and strategies of 'systems change' into our communication products by addressing the socio-political contexts and root causes of inequity.

Other duties as assigned.

Required Education, Experience, Skills & Abilities

Education and Experience

- You hold a bachelor's degree in communications, public relations, journalism, or related.
- You have 2-3 years of experience in health and/or non-profit communications.
- You are technically proficient with creative applications from the Adobe Suite (InDesign, Photoshop, Illustrator) and the Microsoft Suite (Word, Excel, PowerPoint, Outlook, Teams).

IPHI values multiple pathways toward attaining professional experience and education. Therefore, candidates are encouraged to describe equivalent experiences in place of educational attainment, including demonstrated leadership successes, progressive leadership roles, content expertise, thought leadership, and relevant experiential learning. In addition, individuals with lived experience in the priority program areas or experience as a peer service provider are encouraged to apply.

Skills, Abilities, & Attributes

- Integrity and accountability are important to you.
- You operate as a self-starter, a quick learner, and a team player.
- You grasp instructions quickly, and you need minimal supervision to carry out your assignments in a way that fits with the larger context of your task.
- You have strong organizational skills: you can set priorities well, juggle multiple tasks, organize your time effectively, conduct research, and identify resources for projects.
- You're happy to ask questions, state your opinions, and participate in a friendly and professional manner in group settings. You are proactive about communicating your availability, workload, and progress on tasks.
- You're comfortable with various remote applications given our hybrid work environment where staff may telework 2-3 days per week: Zoom, MS Teams, SharePoint, Salesforce, and various project management tools.

Job Requirements

- This position is full-time, i.e., 37.5 FTE hours per week.
- You must be able to sit at a desk for extended periods of time and operate a computer and other office equipment.

Compensation: \$63,500 annual salary. IPHI offers competitive benefits, including health, dental, and disability insurance; sick and vacation time; a paid parental leave benefit; and a retirement plan with employer-matching contributions.

Location: We would prefer for you to be located in Chicago. However, we will also consider Illinois-based remote candidates with outstanding applications.

All Communications staff based in Chicago are required to work in our West Loop office on the assigned in-office days. IPHI currently works in a hybrid model: 3 days working from home; 2 days working in the office. Ongoing COVID safety protocols are in place, including wearing Kn95 masks (IPHI-provided) in common spaces and when working with others.

Travel: Occasional travel may be required, mainly in Chicago. Some statewide or national travel may also be needed.

Starting Date: Immediate.

IPHI is committed to diversity, equity, and inclusion and actively seeks and encourages applications from women, people of color, individuals with disabilities, and/or people who are LGBTQIA.

The Illinois Public Health Institute is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, genetic information, or any other personal characteristic not relevant to the posted position.

Visit www.iphionline.org for more information about IPHI.