



Available Position: Associate

Background: The Health Care Transformation Task Force (HCTTF) is a nonprofit industry consortium that brings together purchasers, payers, providers and patients to align private and public sector efforts to accelerate transformation of the U.S. health care system to one that focuses on value-based, person-centered payment and care delivery models. Through its leading national voice promoting value-based transformation, HCTTF helps its members progress in their individual value-based care journeys by facilitating shared learnings and shaping operational and public policies and best practices that promote innovation to improve outcomes and comprehensive wellness for communities and the diverse people they serve.

Position: HCTTF seeks experienced candidates for an Associate position on a fast-paced, collaborative team. Reporting to the Senior Director, this position will perform a wide variety of duties related to communications and press strategies, graphic design, and administrative support. The Associate will be responsible for ensuring HCTTF's external communications are consistent with the organization's strategic objectives while providing administrative and logistical staff support for management and various shared learning initiatives.

This is a full-time position located in Washington, DC with a competitive salary and benefits package.

Key Responsibilities

Communications tasks will include:

- Developing infographics and overall layout and production design;
- Researching, writing and distributing press releases and other targeted communications to targeted media;
- Collating and analyzing media coverage;
- Sourcing and managing speaking and interview opportunities;
- Managing and updating information and engaging with users on social media sites primarily focused on Twitter and LinkedIn; and,
- Maintaining and updating information on the organization's website.

Administrative tasks will include:

- Scheduling meetings, learning collaboratives, and other program support tasks;
- Event planning and logistics; and,
- Supporting staff with travel and expense reporting.

Position Requirements

- Education: Bachelor's degree or commensurate experience.
- Strong organizational, interpersonal, and written and oral communication skills.
- Demonstrated creativity, initiative, and ability to multi-task.

- A self-starter who thrives in a fast-paced, collaborative environment.
- Experience with Microsoft Office, including ability to use Microsoft Outlook to schedule appointments and PowerPoint for creating and editing slide templates.
- Ability to use Adobe product Suite (or equivalent applications) for document design/layout.
- Ability to use WordPress or other website CMS to make updates and upload media.
- Experience or expressed interest in graphic design.

How to Apply: Applicants should send an email expressing interest and qualifications with a current resume and three references to jobs@hcttf.org. Applicants should state their salary requirements.