

# Communications Specialist & Staff Writer



electronic health record | practice management | revenue cycle management

**Position Title:** Communications Specialist and Staff Writer

**Job Type:** Part-Time to Full-Time

**Date of this Description:** May 2017

**Position Summary:** The *Communications Specialist and Staff Writer* provides creative services and support for AllMeds' internal and external communication efforts, including corporate materials, marketing collateral, social media content, technical documentation, training resources, informative articles and other promotional needs.

## ESSENTIAL FUNCTIONS

- Original authorship and editing of internal and external materials in written and multimedia formats;
- Creative and developmental work for Marketing/Sales, Customer Service/Training, Development/Technical Writing and other essential groups;
- General communication activities, such as conducting research, creating reports and presentations, assembling materials, providing analyses, and supporting team members, as needed;
- Creative, logistical and administrative services for corporate events;
- Support of corporate-sponsored events, groups and associated materials, as needed;
- Other assistance and duties, as needed.

## SKILLS REQUIRED TO PERFORM DUTIES

- Superior writing and editing skills, with understanding of sales/marketing, social media and educational communication techniques;
- Strongly skilled at distilling key ideas from multiple sources, including web-based research, internal knowledge experts and customer interactions;
- Knowledge of business-oriented, social media methods and strategies;
- Proficiency with Microsoft Office products;
- Organizational, logistical and time-management skills;
- Self-motivated and capable of working independently, when appropriate;
- Constructive and positive interpersonal abilities;
- Occasional travel, as needed.

## EDUCATIONAL REQUIREMENTS NEEDED TO PERFORM THE DUTIES

- Bachelor's degree in Communications, Marketing, Business or other discipline with communications focus.
- Professional healthcare business background is strongly desired.
- Successful candidates to provide applicable writing samples and skills demonstration through extended interview process.



AllMeds Specialty Practice Services

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