If you want to be a part of a place that provides nothing less than extraordinary compassionate care, then Adventist Health System is the place for you!

We are currently seeking qualified candidates for a Communications Specialist – Public Relations position that will be based in our Communications department. This position is based at our corporate office in Altamonte Springs, FL.

This position provides the opportunity to be responsible for a wide variety of communications and public relations tasks that promote Adventist Health System. This individual will draft and disseminate content, support the implementation of communication strategies, coordinate projects, conduct research and monitor media topics, trends and outlets. This person will also be an active member at Communications Department events.

**Specific job duties include:**

* Develops compelling stories, articles, press releases, messages and graphics that align with AHS’s culture and mission for use on channels including but not limited to intranet, internet, electronic news updates, and social media
* Serves as a liaison to AHS departments in the curation of ideas, content, stories and articles
* Prepares and disseminates templates and toolkits to AHS facilities for awards and accolades
* Fosters relationships with facility communication teams and engages in regular correspondence to share and amplify content
* Ensures execution of style guidelines and brand consistency in all content
* Researches and prepares summary documents for interview and speaking opportunities
* Identifies and coordinates AHS submissions for lists, awards, recognitions and accolades
* Develops and maintains corporate editorial calendars for media, speaking and award opportunities
* Researches topics, trends, media outlets and reporters that are relevant to AHS’s interests
* Fields media inquiries, documenting and delivering appropriate information to supervisor
* Utilizes media monitoring and distribution platform to disseminate press releases, target publications, track media stories and ascertain data (impressions)
* Pulls reports, compiles data and develops news summaries
* Monitors facility websites, intranet pages and social channels and repurposes relevant content in AHS channels

**Experience Requirements:**

* Minimum 2-3 years of experience in communications, marketing or media/public relations
* Professional writing portfolio required (press releases, social media content, pitches, newsletters, etc

**Educational Requirements:**

* Bachelor’s degree in public relations, journalism, marketing or communications.

**Knowledge and Skills Required:**

* Strong writing and editorial skills
* Expert proficiency in Microsoft Office Suite
* Excellent communication skills (verbal and written)
* Understanding of social media vernacular and trends
* Understanding of Associated Press style writing
* Understanding of media and public relations

If this position sounds like a great match for your skills set and experience, please email your resume to [Manuela.asaftei@ahss.org](mailto:Manuela.asaftei@ahss.org).