



## Health Communications Specialist Job Description

### Position Summary

The Health Communications Specialist is a member of the team for Wisconsin Health Literacy (WHL), a division of Wisconsin Literacy, Inc.

The Specialist provides support for WHL grant-funded initiatives under the direction of the division's Health Literacy Director. Responsibilities include planning, writing, testing, and implementing health literacy interventions for various groups in Wisconsin, especially from at-risk populations and those served by Wisconsin Literacy member agencies. Responsibilities include coordination for community education workshops including, for example, "Let's Talk about Medicines," "Let's Talk about Pain Medicines (Opioids)," "Let's Talk about the Flu," and "Improving Early Dementia Care through Health Literacy."

Additional activities may include contributing to a bi-monthly health literacy e-newsletter and work with the Health Literacy Project Manager to update the Wisconsin Health Literacy website. The Health Communications Specialist also will assist with key aspects of the biennial Wisconsin Health Literacy Summit, next held in April 2019.

Wisconsin Literacy is a statewide not-for-profit organization that supports 79 adult, family and workplace literacy providers through resource development, information and referrals, training and advocacy. The Wisconsin Health Literacy division was formalized in 2010 and has achieved national recognition for its health literacy projects and events.

Further information is available at [WisconsinHealthLiteracy.org](http://WisconsinHealthLiteracy.org).

### Our Vision:

People understand health information and services.

### Our Mission Statement:

To promote clear communication between those who give and those who receive health care services.

### Hours

The position will start at 20 hours/week, based on current project grant funding. Additional hours in the future are possible, based on new grant funding. The position is based at the Wisconsin Literacy, Inc. statewide office in Madison, WI.

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**Job-Specific Qualifications:**

1. A bachelor's degree from an accredited college or university. Major course work in communications, health literacy, health care, public relations, public health or a related field.
2. Minimum of three years of experience in communications, web site coordination, health care, project management or other related subjects.
3. Strong verbal, written and presentation skills required.
4. Experience working with community non-profit organizations and evidence of relationship-building skills.
5. Knowledge and/or experience in health literacy principles and techniques preferred.
6. Experience in a health or health care environment preferred.
7. Strong organizational skills, attention to detail and problem-solving abilities required, with project management and event planning experience preferred.
8. Experience working in multi-cultural, multi-lingual environments preferred.
9. Occasional travel required; must have access to vehicle.

**Essential Duties and Responsibilities (General):**

1. Implementing and evaluating statewide health literacy interventions and strategies, including program coordination, data analysis and reporting (75%)
2. Assisting with proposals and providing health literacy training and education services, including coordination of selected aspects of Health Literacy Summit (15%)
3. Preparation and distribution of other communications, including website (10%)

Send resume and cover letter, including ability to increase hours as needed, **by December 15** to:

[healthliteracy@wisconsinliteracy.org](mailto:healthliteracy@wisconsinliteracy.org)

or mail to:

Health Literacy Director  
Wisconsin Literacy, Inc.  
211 S. Paterson St., Suite 260  
Madison, WI 53703