

Communications and Media Relations Project Officer

The Communications and Media Relations Project Officer is responsible for managing the organization's image and reputation. This position has flexible hours, includes a high level of independence, and involves providing communications, marketing, and media relations services. Under the direction of the CEO, the Project Officer is responsible for a portfolio of projects including associated research, analytic, design, development and planning related to enhancing the Health Council's public image.

Responsibilities:

- Develop and implement strategic communications plans and campaigns
- Plan and direct development and communication of information to maintain favourable public and stakeholder perceptions of the organization's accomplishments
- Arrange public appearances and represent the organization as required
- Provide guidance and advice and respond to media queries
- Develop content ideas, draft copy, and coordinate images for organizational publications for internal and external audiences
- Coordinate and monitor opinions and perceptions of the Health Council
- Increase public awareness about health related matters
- Produce written reports and submissions of the highest professional standards
- Any tasks as designated by the CEO

Qualifications

- Post-graduate degree in media relations, journalism, communications, or marketing
- Five years' experience in communications and media relations
- Experience in Bermuda's health sector is an asset
- Experience in public speaking and extensive knowledge of advertising, creative and technical writing

Key Knowledge, Skills and Abilities Required

- Ability to work independently with minimal supervision
- Highly developed written and verbal communication skills
- Excellent interpersonal skills
- Strong problem solving skills and ability to prioritise competing tasks
- Excellent organizational and time-management skills, and proven ability to meet stringent deadlines
- Outstanding work ethic and professional conduct

Interested persons should apply in writing, enclosing a detailed resume and cover letter to:

Corporate Office
Bermuda Health Council
PO Box HM3381
Hamilton HM PX
Email: tkscarlington@bhec.bm

Closing date: 29th April 2016