Job Description

**Job Title:** Communications Specialist  
**Department:** Ctr for Community Health

**Job ID:** 35222  
**Percent Full Time:** 100

**Location:** Chicago Campus  
**Grade:** EXS 7

**Job Summary:**

This position is central to funded research at Northwestern University that engages health system stakeholders to align large and diverse data assets for the health utilization, outcomes, and expenditures of more than 50 million Americans and applies the highest quality comparative effectiveness research methods to turn data into evidence about effectiveness, safety, and value that can quickly inform health system action. Under the general direction of the Research Project Manager, the Communications Specialist will lead project-related writing activities and coordinate project communication timelines and deliverables. Project writing activities include compiling, editing, writing, proofreading, and formatting scientific content for project proposals, study work plans, white papers, scientific manuscripts, and presentations. Project coordination activities include managing writing workflow, timelines, and deliverables for several subprojects. This position executes a comprehensive communication strategy based on specific goals and strategic vision, from concept formation to the writing of specific feature-length articles, to disseminate information to a wide variety of audiences. The Communications Specialist will prepare content for scientific conferences, presentations, and multiple audiences; including assembling and organizing data into text and figures for scientific presentations, publications, grant applications, reports, newsletters, and websites. Additionally, this Communications Specialist will correspond with editors and professional staff of scientific journals to ensure manuscript submission requirements are met and submissions for publication are complete. This position requires an accomplished communication strategist with the ability to work effectively in a team-based environment with multiple priorities and projects.

**Specific Responsibilities:**

- Serves as main writer and editor for the project.
- Provides management of overall communications activities across the project.
- Provide grant- and manuscript-writing support to CCH faculty.
- Other duties as assigned.

**Minimum Qualifications:**

- Bachelor’s degree in an appropriate field with three to five years writing, editorial and publications experience.

**Minimum Competencies:** (Skills, knowledge, and abilities.)
• Excellent writing and editing skills. Demonstrated advanced communication and presentation skills.
• Demonstrated ability to research and write about technical matters for multiple audiences
• Must have project coordination and organizational skills and the demonstrated ability to manage project timelines and deliverables, including multiple priorities and projects simultaneously.
• Must be self-directed and able to work in a team-based environment with minimal supervision.
• Must be an advanced user of Microsoft Office and EndNote.

Preferred Qualifications:

• Advanced degree in an appropriate field and knowledge of higher education, research and/or healthcare.

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