



American Association of Poison Control Centers

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| Job Title: | Communications Specialist |
| Type: | Full-Time, salaried |
| Location: | Arlington, Virginia (Position is currently hybrid in the office two days a week. Preference will be given to candidates in the DMV area.) |
| Compensation: | Commensurate with experience, plus excellent benefits |
| Closing Date: | Applications will be accepted until position is filled |
| Start Date: | Second Quarter of 2022 |

Summary:

The American Association of Poison Control Centers (AAPCC) represents the nation's 55 poison control centers (PCCs), which provide 24 hours a day, 7 days a week, 365 days a year expert information and treatment advice to the entire population of the 50 United States, American Samoa, District of Columbia, Federated States of Micronesia, Guam, Puerto Rico, and the US Virgin Islands. AAPCC also owns and operates the National Poison Data System (NPDS). This case data is uploaded in near real-time, making NPDS one of the few operational systems of its kind. NPDS has more than 73 million case records, product-specific data for more than 449,000 products, and can detect and track poison exposure outbreaks. AAPCC partners with federal agencies such as HRSA, CDC, FDA, DEA, and EPA, as well as private industry, to support public health initiatives (opioids, COVID, etc.). We are a 501(c)(3) organization.

AAPCC is on the front line fielding media inquiries during public events (e.g., opioids, ivermectin, CO poisoning, etc.) while also leading long-term, national public education initiatives across all 50 states around child safety, medication safety, environmental hazards and natural and man-made toxic exposures.

The AAPCC is a group of highly skilled professionals focused on impacting public health via a collaborative and supportive work environment. We are looking for a highly organized, proactive professional with experience in health communications and health education to support the public health impact of an established and growing national organization by leading public education collaborations and maintaining a proactive strategy for working with the media channels across the United States.

Position Details:

Reporting to the Director of Communications and Public Education AAPCC seeks a full-time Communications Specialist. Key responsibilities and activities will include:

1. Write and edit content to ensure it adheres AAPCC's style and brand guidelines, plain language and clear communication standards, and health communication best practices. This includes internal and external newsletters, web content for AAPCC.org and PoisonHelp.org, among other various online and print content.
2. Develop and execute strategies to support and expand AAPCC's social media presence, including drafting, posting and scheduling social content, and responding to comments and messages.



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3. Assist in the planning and execution of strategies that promote poisoning prevention and awareness of AAPCC's resources, including National Poison Prevention Week, AAPCC.org, PoisonHelp.org, and its 55 centers across the country.
4. Assist in executing media strategies, draft press releases, advisories, media pitches, talking points and other press materials, disseminate materials, and encourage brand and message consistency across the poison control enterprise.
5. Work in collaboration with the Director of Communications and Public Education to support all partnership development and stakeholder management activities, including supporting the Public Education Committee, which is a committee of Health Educators representing all poison prevention centers.
6. Assist the Director of Communications and Public Education with managing vendors who are responsible for key communications and education activities.
7. Assist communications team and AAPCC Chief Executive Officer with other duties as assigned as the organization continues to grow.

The position has tangible opportunity for career growth and advancement as the organization continue its national growth and new public health initiatives. COVID restrictions permitting, travel is typically required at least twice each year.

Qualifications:

- Bachelor's degree required.
- A minimum of three years relevant experience is preferred, with special consideration for candidates with experience working for nonprofit associations or public health organizations. Relevant education and/or internships may be substituted for experience.
- Exceptional writing and editing skills, including the ability to write for diverse audiences and a variety of communication mediums.
- Experience utilizing and engaging with an organization's social media community through social media platforms such as Facebook, Twitter, Instagram, and LinkedIn.
- Experience with media tools such as Critical Mention and PR Newswire.
- Ability to manage multiple projects effectively, as well as manage and meet deadlines
- The successful candidate will an eye for detail, a positive, team-oriented attitude, and proactive, resourceful approach to the workplace.
- Must be a fluent user of Microsoft Office Suite, including Word, PowerPoint, Excel, etc.
- Experience with InDesign, Adobe, HTML or CMS is preferred.

To apply for this position, please submit the following three items directly to Maggie Maloney via email at maloney@aapcc.org.

- 1) A cover letter describing specifically how your skills and experience are a good fit for this position.
- 2) Resume.



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- 3) A recent writing sample, e.g., press release, fact sheet, social media or web content. Professional work is preferred, but academic work is acceptable.

Applicants who do not submit all three items will not be considered.