

JOB SUMMARY:

Write and coordinate high-level communications. Perform project related task which includes a variety of communications media, public relations communications, web pages, magazine articles, speeches, newsletters, annual reports, and others for a broad range of external stakeholders. Oversee and manage projects with little or no supervision, and ensure they meet required quality standards and deadlines.

ESSENTIAL JOB FUNCTIONS:

- Coordinate multiple copy projects simultaneously, such as newsletters, magazine articles, and Web content. This includes researching for appropriate content, developing concepts and messages, as well as drafting copy, editing, and proofreading. Work as part of a project team that includes Artists, Client Service Representatives, and other colleagues.
- Ensure that copy is accurate and well written, and that it adheres to style, corporate, and brand standards.
- Perform other duties as assigned.

QUALIFICATIONS:

Minimum Education and Experience:

- Bachelor's Degree in English, Communications, Journalism or related field; or an equivalent combination of education and work experience.
- Five or more years of experience, preferably in a healthcare environment, in developing corporate communications/public relations materials and in copywriting/editing, promotional writing, reporting/interviewing, or other position which requires the highest level of written communications and interpersonal skills.

Preferred Education, Additional Qualifications and Experience:

- Successful project and account management experience.
- Local healthcare market, healthcare reform, wellness initiatives.
- Social media.

Required Knowledge, Skills, and/or Abilities:

- Knowledge of corporate communications for external audiences
- Layout and design process
- Highly developed written and verbal communication skills
- Editing
- Executive speechwriting
- Web copywriting
- Advertising copywriting
- Strong interpersonal skills
- Ability to interact and collaborate with people at all levels of the organization
- Proficiency with Microsoft office products
- Problem solving skills
- Time management skills

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