



POSITION DESCRIPTION

TITLE	Communications Project Manager
FTE/CLASSIFICATION	1.0 FTE/Exempt
COMPENSATION	\$55,000 - \$65,000
EDUCATION	Bachelor's or advanced degree in public health related degree with nutrition and physical activity focus, health communications, RDN preferred. Experience and MFF mission-related content expertise may substitute for degree requirement.
DESCRIPTION	Conduct needs assessments, development, implementation, and participate in evaluation for projects in portfolio. Manage social marketing, social media communications, and community engagement projects. This role requires an editorial mindset that seeks to understand what audiences consume and how to create it.
LOCATION	Michigan Fitness Foundation (MFF) is located in Lansing, Michigan.

ESSENTIAL FUNCTIONS

- Independently manage an assigned portfolio of projects using strategic and innovative approaches to operationalize multiple projects simultaneously
- Distill and articulate health and wellness concepts into information for general, public consumption customized based on channel delivery
- Independently conduct reporting, analysis and communication tasks using standard equipment
- Develop, write, and distribute digital content (e.g., website, social media channels, blogs, vlogs, etc.)
- Maintain and monitor social media presence across all digital channels, as assigned
- Knowledge of or willing to train to measure and report on the performance of all digital marketing campaigns
- Knowledge of current digital communications trends and best practices
- Contribute to teams using defined internal processes
- Provide editing and proofreading for publications and staff presentations, as assigned
- Provide light video editing for YouTube channel
- Recipe nutrient analysis using Nutritionist Pro
- Travel independently in- and out-state, on weekdays and weekends



JOB REQUIREMENTS AND QUALIFICATIONS

- Comprehensive content expertise in program evaluation including design, qualitative and quantitative methods of analysis, primary and secondary data analysis, meta-analysis, and data management
- Ability to plan, create, implement, and measure communication strategies
- Strong writing, research, and editing skills, experience with AP Style preferred
- Experience with communication strategies in publicly funded grant program and non-profit environments
- Experience with project management and productive collaboration with team members working on assigned projects
- Experience developing and managing content and organization workflows
- Evidence of the ability manage projects over a defined timeline
- Ability to work with teams in a matrix-based organization
- Experience with Microsoft Office, Monday, and social media management tools; Adobe Creative Suite, Buffer, Canva Pro, Google Analytics, and WordPress a plus

BENEFITS AND WORKLIFE BALANCE

- Paid time off starting at 4 weeks for a calendar year, pro-rated based on start date
- Twelve paid holidays and a paid winter break office closure in late December
- Flexible work schedule
- Provision of up-to-date technology and support
- Parental leave policy and infant-at-work program in addition to bereavement, military, and jury/witness duty leaves
- Group health plan, including medical, dental and vision, as well as options for flexible spending accounts or health savings accounts
- Annual wellness benefit reimbursement to support staff in engaging in a physically active, healthy lifestyle inside and outside of work
- Pet-at-work program to allow staff to bring their pets to work
- 401k plan with 5% employer contribution and additional match up to 3%
- Employee assistance program with free professional support for a variety of life's challenges

OTHER INFORMATION

- Must be able to attend periodic in-state and out of state multi-day trainings and conferences with reasonable accommodation.
- Must be able to regularly operate standard office machines and communicate consistently with internal staff as well as external partners remotely.



- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.
- Must be authorized to work in the U.S.
- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Have a valid driver's license and be able to provide proof of current, valid auto insurance (preferred but not required).

HOW TO APPLY

Please send cover letter, resume, and link to portfolio (optional) to Pamela Bartig, pbartig@michiganfitness.org. Include *Communications Project Manager Position* in the subject line.

The Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.

Michigan Fitness Foundation provides equal employment opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law.