



Milbank Memorial Fund Position Description

2022-2023

Position: Publications and Communications Associate
Reports to: Managing Editor of *The Milbank Quarterly* and Communications Director

The Organization:

The Milbank Memorial Fund is an endowed operating foundation that works to improve population health and health equity by collaborating with leaders and decision makers and connecting them with experience and sound evidence. Founded in 1905, the Fund engages in nonpartisan analysis, collaboration, and communication, with an emphasis on state health policy. We do this work by:

- Identifying, informing, and inspiring current and future state health policy leaders to enhance their effectiveness
- Convening and supporting state health policy decision makers to advance strong primary care, healthy aging, and sustainable health care costs
- Publishing high-quality, evidence-based publications and *The Milbank Quarterly*

The *Quarterly* is a multidisciplinary journal of population health and health policy. It presents original research, synthesis, policy analysis, and commentary from leading thinkers, policymakers, and practitioners. The journal receives more than 200 submissions annually and is published on behalf of the Fund by Wiley. In addition, we publish solicited commentaries on the *Quarterly* Opinion page of the Fund's website. Along with the *Quarterly*, the Fund publishes health policy-focused blog posts, reports, and issue briefs.

Job Summary:

The Fund seeks an enthusiastic and collaborative health policy communicator who will provide technical support to the Managing Editor of the *Quarterly* and the Communications Director, as well as to the *Quarterly* Editor and Program Officers. The position involves a variety of responsibilities related to the Fund's communications efforts, including managing the peer review activities of the *Quarterly* and author and reviewer communications. For both the *Quarterly* and Fund communications, the Associate will contribute to website content management and content creation, as well as help plan and execute dissemination efforts

and assess their success. The Associate will work collaboratively with other staff members and must utilize independent analysis, judgment, and conduct all activities in a manner consistent with Fund's mission, vision, and values.

Specific Responsibilities

The Milbank Quarterly (50%):

- Manage submission and peer review process
 - Track manuscript submissions and reviews on ScholarOne (electronic submission portal)
 - Maintain status report of all articles in process and communicate with editor and managing editor
 - Identify potential peer reviewers by conducting literature searches
 - Communicate with authors and reviewers
- Manage website and analytics
 - Add new content through the content management system
 - Monitor and analyze article metrics
 - Assess article impact
- Other
 - Maintain publication schedule and coordinate with Communications Director
 - Proofread and copyedit *Quarterly* articles and web content
 - Communicate with editorial advisory board members and contributing writers
 - Other duties on request

Communications (50%):

- Manage website and analytics
 - Add new content through the content management system
 - Monitor and analyze website and social media metrics
- Content Development
 - Draft news articles, fact sheets, and Q&As
 - Create infographics, charts, and other graphics
 - Support staff with presentation design and data visualizations
- Dissemination
 - Draft and send emails promoting *Milbank Quarterly* and Milbank Memorial Fund content and network newsletters
 - Draft and send correspondence to organizations and reporters identified in dissemination strategies
 - Maintain media list
- Other
 - Assist with identifying new communications strategies
 - Conduct policy research for program staff as needed/time permits
 - Proofread as needed/time permits
 - Other duties on request

Experience and Qualifications

- Previous work experience in a professional office is required
- Demonstrated interest in public health, health policy, public policy, public affairs, or public administration
- Graduate degree in public health, health policy, public policy, public affairs, or public administration preferred
- Proficiency in Microsoft Office Suite and experience with Google Analytics
- Experience with website, marketing, and social media platforms
- Strong writing and copyediting skills; ability to communicate clearly and effectively
- The ability to operate efficiently, multitask, and work independently
- High attention to detail and follow-through
- Ability to work under pressure on occasions
- Commitment to the Fund's mission, vision, and values
- Ability to work with and respect people of different cultures and viewpoints

The position is based in New York City, with one day a week in office required. The salary range is \$75K-\$85K based on experience.

The Milbank Memorial Fund is an equal opportunity employer. We are committed to building a diverse staff and strongly encourage applications from candidates of color.

To apply, send a cover letter and resume to charan@milbank.org by January 13, 2023.