



South Carolina Institute of
Medicine & Public Health

Position Description
Project and Communications Coordinator
South Carolina Institute of Medicine & Public Health

About IMPH

The South Carolina Institute of Medicine & Public Health (IMPH) is a nonpartisan, nonprofit, independent 501(c)3 organization working to collectively inform policy to improve health and health care in South Carolina. IMPH provides evidence-based information to guide policymakers in making impactful health policy decisions. Core organizational values include integrity, excellence, transparency, communication, and collaboration.

Job Purpose

The Project and Communications Coordinator will report to the Executive Director and be responsible for implementation of the organization's strategic communications plan and provide support for the Health Policy Fellows Program, taskforces, other projects, and event planning. The communications efforts include content development for the IMPH website, social media, and organizational newsletters. Responsibilities include writing, editing, posting, and ensuring consistency and alignment with IMPH's communications strategy, brand guidelines, and writing guide.

This position is based in Columbia, SC and office hours are 9am to 5pm Monday through Friday. Our team works in the office three days a week (Tuesday through Thursday), with the option of working remotely two days a week (Monday and Friday).

Minimum Qualifications

- Bachelor's degree in public health, communications, or a related field with 2–5 years of experience.
- Minimum 2-year experience with social media marketing and public relations.
- Ability to interpret, synthesize, and communicate health policy issues for broad audiences.
- Experience analyzing and reporting quantitative and qualitative data.
- Proficiency in Microsoft Office, social media tools, and content platforms.
- Strong organizational skills and ability to manage competing priorities.
- Ability to analyze challenges proactively and develop effective solutions to improve processes and outcomes.
- Ability to build productive working relationships through open communication and teamwork.

Preferred Qualifications

- Master's degree in public health, communications, or a related field with more than five years of experience.
- Experience with Word Press, Canva, Adobe Creative Suite, photography, and public speaking.

Knowledge/Skills/Expertise/Qualities

- Ability to produce quality work in a fast-paced environment
- Strong oral and communication skills

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- Demonstrates flexibility and adaptability in an evolving environment; ability to adjust priorities and shifts in work based on business needs
- Demonstrates ability to work in a positive and collaborative work environment
- Regular and sustained attendance and performance

Functions/Job Duties

Communications Responsibilities – approximately 70% of work responsibilities

- Implement external communications and marketing activities based on IMPH's strategic communications plan.
- Maintain and update IMPH's website, social media accounts (X, Facebook, LinkedIn), and newsletters.
- Maintain and update the writing guide and brand guidelines.
- Develop content for social media and support communications for taskforces, legislative engagement, and other organization-wide initiatives.
- Serve as a proofreader, ensuring accuracy, consistency, and adherence to IMPH writing and branding standards.
- Manage media engagement and other promotional efforts.
- Develop communication materials for reports, announcements, visualizations, and collaterals in partnership with the project manager.
- Support IMPH event logistics, including Health Policy Fellows Program sessions and receptions.

Project Coordination Responsibilities – approximately 30% of work responsibilities

- Support the team with emerging needs related to research, data collection and synthesis, and writing that informs policy.
- Support the Director of Legislative Engagement with Health Policy Fellows Program by helping to plan agendas and curriculum, recruiting speakers, preparing materials, and coordinating events.
- Support the Research & Policy Manager with taskforces and other projects through qualitative and quantitative data collection and analysis, literature reviews, and report writing and editing.
- Help prepare meeting materials including agendas and meeting minutes and track meeting attendance.

Other duties as assigned.

Supervisory Responsibilities

None

Salary Range:

\$50,000-55,000

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