



EMPLOYMENT OPPORTUNITY

Public Information Officer (Writer Editor 3) Req# 35918

The UCLA Center for Health Policy Research (Center) is seeking a Public Information Officer (PIO) to develop content that conveys the critical role of the Center as a leader in data and research on some of the most pressing public health topics.

Responsibilities:

A key decision-making member of the Center's Communications Department, the PIO is responsible for creating various communications materials, as well as pitching stories and conducting media relations that help promote the Center's mission of disseminating user-friendly, accessible, and timely health policy data and information. The PIO is a versatile and deadline-driven writer, with the ability to translate and synthesize complex social science and health policy concepts and literature into concise, compelling language that is understandable to a broad audience. Writing skills, accuracy, and analysis are key job attributes, as well as the ability to engage in polished and proactive public relations with members of the media and others. The PIO will write press releases, email blasts, web copy, op-eds, brochures, and fact sheets, as well as feature articles on key Center staff and initiatives for dissemination through the Center's and UCLA's communication channels. The PIO will be a key liaison with the media around the launch of Center publications and research, and will draw upon, develop, and cultivate relationships with local, state, and national media.

Qualifications:

- Five (5) years of full-time experience in journalism and media relations, including professional writing for a PR agency, news or media outlet, nonprofit, health care or similar organization. Required
- Degree in journalism, communications, media, or similar field. Preferred
- Demonstrated experience writing news, new features or press releases on topics of significant scope and complexity. Required
- Experience building relationships and working with media outlets and journalists. Required
- Proven knowledge of synthesizing complex social science and health policy concepts and literature into concise, compelling language that is understandable to a broad audience. Required
- Strong newsroom writing and editing skills. Required
- Advanced knowledge of social media platforms, including Twitter, Instagram, LinkedIn, Facebook, and YouTube. Required
- Ability to handle deadline-driven tasks and prioritize workload with competing deadlines. Required
- High level attention to detail. Required
- Strong communications and interpersonal skills. Required
- Results-driven and organized, with an ability to manage several writing projects at the same time as well as to accurately curate the Center's media lists. Required
- An interest in, and curiosity about, new/emerging storytelling tools and technologies. Required
- An interest in health policy, politics and current affairs. Required

- Proficiency in Microsoft Office (Word, Excel, PowerPoint). Required
- Familiarity with AP Style. Preferred
- Familiarity with Adobe Creative Suite, including Photoshop. Preferred
- Familiarity with Canva. Preferred
- Infrequent travel may be required. Required
- Strong analytical skills. Required

Other Details:

Full-time, Career position. Salary commensurate with experience. Excellent benefits. Equal Opportunity Employer.

How to Apply: <https://hr.mycareer.ucla.edu> search for Requisition #35918.