



Neighborhood Health – Content Manager  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Content Manager to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Content Manager, you will:

- ✓ Works with Director of Mission Advancement for yearly community health content goals that coincide with organizational strategies; work together with the team to produce Mission Advancement plan to be approved and given to CEO for approval.
- ✓ Community Health goals should focus around core areas (brand strategy, destination of choice, premier workforce, and growth) using a variety of outcome measurements including but not limited to SEO engagement, social media response, and patient/staff feedback.
- ✓ Create and execute content to be used for internal communications including but not limited to a virtual CEO newsletter, training videos, Custom Learning Systems video aides, and provider photos.
- ✓ Work with Communications + Branding Coordinator to create and execute content to be used for external communications including but not limited to the organization's website, photos for out of home marketing and brochures, social media, and fundraising efforts.
- ✓ Conduct research and interviews to learn more about current trends, developments, and perceptions about community health, and contextualize your findings.
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- ✓ Understand and utilize search engine optimization (SEO) of websites, web pages, and written content to retain user engagement.
- ✓ Conduct focus groups with patients and community members and utilize feedback to assist in maximum impact of content.
- ✓ Utilize new trends and interactive ways to engage patients and potential patients such as podcasts, vlogs, and under-utilized social media components.

Requirements:

- Three years of relevant experience preferred.
- Experience in health care or not-for-profit preferred.
- Experience in video production, including filming, editing and delivering via channels such as YouTube.
- Experience with editing software (Adobe Suites or comparable).

Education Requirements:

- Bachelor's Degree required in Communications, Marketing, Public Relations or related discipline.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send resume along with cover letter to NHC Human Resources Department at: PO BOX 11949, Fort Wayne, IN 46862, or by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)