



POSITION TITLE: ACO COMMUNICATIONS MANAGER

REPORTS TO: COO, IMPERIUM HEALTH MANAGEMENT

FLSA STATUS: EXEMPT

DEPARTMENT: IMPERIUM HEALTH MANAGEMENT

POSITION SUMMARY: The ACO Communications Coordinator is responsible for developing and overseeing internal and external communications strategies that support the vision, mission, and values of the Imperium Health. The Coordinator works closely with the ACO Leadership Team to guide them on operational communications across the ACO's integrated delivery network. The Coordinator is responsible for directing, creating, and implementing communications plans and messaging to support strategic interactive communication for employees and providers throughout the service area.

QUALIFICATIONS:

1. Bachelor's degree or equivalent experience
 2. 2-4 years of strong communications experience.
 3. Prior experience working in health care services or health care technology preferred.
 4. High level of strategic knowledge, internal and external communications experience, energy, commitment, and enthusiasm.
 5. Excellent interpersonal and communication skills and the ability to work with senior level management, staff, and external constituents.
 6. Demonstrate excellent communications skills, both written and verbal.
 7. Must be technologically savvy.
 8. Ability work independently as well as collaboratively internally and externally.
 9. Works well under pressure with deadline and skilled in prioritizing responsibilities.
 10. Familiar with newer methods of communication.
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POSITION RESPONSIBILITIES:

1. Responsible for developing communications strategies and programs that align with and support the ACO's business goals and initiatives.
2. Consult with ACO Leadership Team members on a wide variety of issues and provide counsel on communicating with diverse employee audiences.
3. Self-direct work to ensure timely and accurate portrayal of messages and materials. Works collaboratively with other corporate functions to drive results.

4. Contribute new and creative ideas and work collaboratively to build strong relationships inside and outside of the organization.
5. Develops high quality communications that demonstrate operational excellence and thought leadership.
6. Supports content development for the website and manages social media.
7. Develop multiple communication vehicles, including but not limited to: newsletters, presentations, talking points, digital content, letters, brochures, training materials, speeches, and video scripts.
8. Provide strategic communications counsel to the ACO leadership team.
9. Direct and produce metrics for measuring communications effectiveness and balance.
10. Act as the liaison between the ACO's leadership and regional teams.

I have read the above job description and have been given the opportunity to ask questions regarding position responsibilities. I understand that failure to comply with the outlined job responsibilities could result in disciplinary action.

EMPLOYEE SIGNATURE: _____ **DATE:** _____