

## **Project Coordinator, Knowledge Management System**

The Women and Health Initiative (W&HI), housed within the Department of Global Health and Population at the Harvard School of Public Health, advances a unique agenda simultaneously focused on women's health needs and women's critical roles as both formal and informal participants in healthcare systems. The W&HI is seeking a temporary project coordinator to support a variety of communication and website-related tasks for the W&HI's flagship project, the Maternal Health Task Force (MHTF) as part of a small communications team.

The project coordinator will be responsible for:

- Writing and posting social media content for the MHTF and W&HI
- Regularly updating MHTF website
- Providing live social media coverage of events
- Creating web graphics
- Collecting analytics for the MHTF website and social media
- Maintaining MHTF online resource library
- Assisting with presentation preparations
- Participating in knowledge management and team meetings
- Collaborating with partners to create social media campaigns (toolkits, tweet chats, etc)
- Daily journal and news scan using Feedly and email

### **Basic Qualifications**

- Bachelor's degree or higher in communications, public health or related field
- 1-3 years of experience with website management
- Experience with content management systems (ex. Wordpress)
- Experience with social media including Facebook, Twitter, Buffer/Hootsuite
- Knowledge of html and CSS
- Familiarity with Google Analytics, Storify, hashtag tracking

### **Additional Qualifications**

- Knowledge of public health and/or global maternal health, strongly preferred
- Experience working in a developing country
- Knowledge of AP style
- Multimedia skills (photography, photo and video editing, etc.)
- Problem-solver approach to roles and responsibilities
- Excellent spoken and written English; proficiency in another language would be an additional asset
- Meticulous attention to detail
- Must be a team player with a sense of humor

If you are interested in this position, please submit a resume and cover letter to [whi@hsph.harvard.edu](mailto:whi@hsph.harvard.edu).