

5. Attends meetings for assigned projects to serve as a web content expert, guiding the team on effective strategies, and assuring compliance with Community First's branding guidelines. (E, 10%)
6. Performs other related duties associated with the functions of the Corporate Communications & Marketing Department. (E, 5%)
7. **Demonstrates competence to perform assigned and general customer assistance responsibilities in a manner that meets the age-specific and developmental needs of customers encountered. (E)**
8. **Appropriately adapts work and customer assistance methods to accommodate the unique physical, psychosocial, cultural, age-specific and other developmental needs of customers served by the department. (E)**
9. **Supports University Health System mission, vision and values. Demonstrates established customer service behaviors and standards. Treats all customers with courtesy, dignity, respect and professionalism. (E)**

SUPERVISION

Direct supervision is received from the Manager of Digital Marketing of Corporate Communications and Experience.

EDUCATION/EXPERIENCE

Bachelor's degree in communications, public relations, marketing, journalism or related field is required. Five years of journalism, communications or content writing experience is required. Strong knowledge of HTML and CSS coding and an understanding of formatting content on the web for optimal UX is required. Ability to work independently and as part of a team; handle multiple projects and effectively manage and set priorities is required. Strong analytical skills, planning skills, and grammar are required. AP Style writing is preferred. Experience in the following platforms a plus: WordPress and Monday.com.

ACCURACY

Must be able to assess effective communications mechanisms for all audiences. Accuracy of the information provided to various audiences is critical. Utilizes exce13(n)13(i)3(i)u2(a)13(lt101(U

OTHER

Must use mature judgment and discretion in interactions with patients, visitors and colleagues. Must also successfully complete the pre-employment/post job offer health screening examination, and the annual screening, each year thereafter, as an employee.

HOW TO APPLY

Community First Health Plans is part of University Health. All job applicationT&TaAj7o4G]T4,40