

Public Relations/Media Coordinator

At Greenwich Hospital, a 174-bed regional provider of care and affiliate of Yale New Haven Health, you'll find a hospital and a working culture like no other. Conveniently located minutes from I-95, I-684, 1-287, the Merritt/Hutchinson Parkway and Westchester County - and close to public transportation and shuttle service - Greenwich Hospital offers a beautiful state-of-the-art facility that serves as a national model for advanced health care design. Our unwavering commitment to care has been recognized by the Press Ganey Summit Award for four consecutive years of patient satisfaction scores above the 95th percentile... and extends to building extraordinary careers.

The candidate we are seeking must be personable and articulate, a self-started and detail oriented. This candidate must also possess a strong sense of customer service, a high energy level with a commitment to achieving goals and able to function well under pressure.

Education: Bachelor's degree in journalism, public relations, English or communications.

Job Summary:

The job responsibilities include, but are not limited to:

- Edit the hospital's internal publication
- Copy edit other publications and communications as directed
- Assist the VP of PR with media relations
- Oversee editorial content of information display monitors that are located at the hospital and satellite locations
- Coordinate traffic production control of the annual report and FOCUS magazine
- Write internet copy
- Coordinate the hospital's weekly radio and community access television programs
- Direct special events as assigned (Teddy Bear Clinic, Physician's Recognition Brunch and internal Annual United Way Drive)

Must be flexible to work weekends and nights when necessary.

Skills/Experience: Superior writing and editing abilities are a must. Computer literacy including writing for the internet. The ideal candidate will have experience in events planning and coordination. Experience in dealing with the media and working with a flip camera are pluses.

All interested, qualified candidates please apply on-line at www.greenwichhospitalcareers.org to Public Relations/Media Coord, Requisition #26739.