

## **Writer/Web Content Editor**

The Access Project wishes to hire a Writer/Web Content Editor to provide support and assistance to the Project for its communications effort. The Access Project, a national initiative of The Robert Wood Johnson Foundation, is affiliated with Brandeis University's Heller Graduate School with offices in downtown Boston. The Project works with local initiatives around the country addressing the healthcare needs of the underinsured. This position will be responsible for writing about Access Project activities so that they can be shared with multiple audiences.

### **Responsibilities include:**

Editing Web Content. Overall responsibility for managing the content of the project's Web site. This includes preparing and implementing a work plan for The Access Project Web site as well as criteria for posting a variety of materials appropriate to the site and timely updates.

Reporting on Access Project activities and site work for a variety of uses.

Implementing a communications plan for describing health access issues to multiple audiences including and the media. This includes preparing media briefing materials and maintaining a media contact list;