



**Title: Content Specialist, Exempt Position**

**Summary:** The Content Specialist will work across the organization and with expert contractors to enhance the development and delivery of curated, tailored resources, and ensure the most effective and efficient use of technology for education, technical assistance and advocacy.

**Job Requirements:** General knowledge of learning management systems, webinar technologies, interactive meeting platforms and website development tools is required. Experience planning, developing, and producing fact sheets, toolkits and issue briefs.

**Education Experience:** Bachelor's Degree in related field preferred. Experience working with a membership association, a State Office of Rural Health and/or rural communities is preferred.

**Other Requirements:** Applicant must be willing and able to provide a professional home office including all basic equipment and software to maintain confidential, professional representation of the organization. Must be willing to balance working independently in a remote, collaborative team to build consensus, plan resources, brainstorm ideas and be solution and member-focused every day.

**DUTIES:**

- Works with the team and contractor(s) to assess technology needs and available tools to ensure effective and efficient use of technology for the development and dissemination of resources to NOSORH stakeholders and partners. Investigate the feasibility for new methods of delivering targeted, curated content to NOSORH stakeholders based upon their stated levels of interest, capacity, and expertise.
- Works closely with the Communication Manager, Technical Assistance Director and Education & Services Director to support the team to compile, produce and disseminate high quality, engaging written resources and other communications. This work may include proofreading, editing, creating infographics or working with a graphic designer, as needed, to finalize materials. Supports the team to utilize the best technology tools to deliver content to the members and stakeholders.
- Works with the Communication Manager and contractor to support the refresh of the NOSORH website, including optimal use of the WordPress template and overhaul the resource section of the website.
- Oversees the contractors for the website, webinar technology, learning management system, other technology, and graphic design contractors to ensure the maintenance and optimization of NOSORH tools, as needed.
- Develops resources such as an information dissemination guide, key messages, hot topic issue briefs, which may include compiled links, model programs and decision trees to guide the reader to content appropriate to their level of expertise. May interview, convene and coordinate the efforts of NOSORH, and subject matter experts to include national associations, federal agencies, state government and community stakeholders.
- Other duties as assigned.

**Please send resume and contact information for 3 references to Donna Pfaendtner,  
[donna@nosorh.org](mailto:donna@nosorh.org), no later than October 29, 2020, 5:00 pm Eastern**

NOSORH is an Equal Opportunity Employer.