AHIP  
**Position Description**

**Position:** Media Relations Manager  
**Department:** Public Affairs  
**Reports To:** Press Secretary  
**Scope:** F/T; Exempt; Permanent  
**Date:** May 2015

☐ Yes ☑ No  
*This position is subject to a pre-employment criminal background and/or financial history background check*

**Position Summary:**

The Media Relations Manager will support AHIP’s media relations activities. This position will oversee comprehensive media monitoring; identify opportunities for proactive media engagement; conduct research on interview topics; prepare backgrounders and briefings for senior executives; maintain communications materials so that they are up-to-date and organized; and help to coordinate communications events and activities.

**Specific Responsibilities:**

**Communications Responsibilities:**

- Drafts communications materials, including fact checks, background documents, and press releases, on industry’s priority issues.
- Assists with research and drafts responses to incoming media inquiries.
- Pitches AHIP media initiatives.
- Oversees comprehensive media monitoring (including radio, TV, social media) and distributes daily media briefings and weekly recaps to association staff.
- Maintains up-to-date materials on AHIP’s communications archive (press releases, reports, talking points, campaign activities).
- Helps build and maintain media databases and press lists.
- Creates media reports and analysis for association’s Board Reports and campaigns.
- Supports preparation of materials and reports, including press kits, etc.
- Provides other administrative support to the Communications team as needed.
- Manages media events
- Answers media inquiries as assigned.
- Serves as a contact for media relations professional in member companies.
- Staffs press office at AHIP conferences.
Maintains press materials on AHIP’s digital platforms.

**Supervisory Responsibilities:**

- None.

**Skills:**

- Exceptional written and oral communication skills;
- Understanding of traditional and new media cycles and processes;
- Detail-oriented with the ability to manage multiple projects and timelines in a fast-paced environment;
- Professional in demeanor and able to work effectively with senior executives and members of the media;
- Self-starter with strong initiative;
- Effective team player; and
- Demonstrated ability to understand public policy issues.

**Experience:**

- Two to four years experience doing media relations for political campaigns, on Capitol Hill, at an agency, or with a trade association is required. Prior on-the-record experience preferred. Health care experience preferred.

**Education:**

- Bachelor’s degree required

**Significant Work Activities & Conditions:**

- Continuous sitting for prolonged periods more than 4 consecutive hours in an 8 hour day.
- Keyboard use of greater or equal to 80% of the workday.

**Percent of Travel:**

- Travel to local events, media interviews, and other AHIP functions may constitute 15% of time.

*The purpose of a job description is to describe the overall function and general responsibilities of a job. Job descriptions are used in hiring and training and to provide employees with a better understanding of employer expectations. Actual job functions and duties will vary as job responsibilities and business needs require.*
Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, age, disability, religion, sex, sexual orientation, gender identity, national origin, or status as a protected veteran

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Interested candidates must send resume, references and a cover letter that includes salary requirements to: hr@ahip.org or mail to:

America's Health Insurance Plans (AHIP)
ATTN: HR Dept/SCMRM
601 Pennsylvania Avenue, NW
South Building, Suite 500
Washington, DC 20004