



THE LEAPFROG GROUP POSITION DESCRIPTION

Title

Communications and Project Specialist

Summary

[The Leapfrog Group](#) is a highly visible, national nonprofit organization representing private sector purchasers of health care who advocate for improvements in the quality, safety, and value of health care. We are currently seeking candidates for the position of Communications and Project Specialist to provide project support to the Chief Operating Officer (COO) in a growing and fast-paced organization.

The Communications and Project Specialist will play a key role within the team to ensure that Leapfrog's communications and operations are efficient and impactful. The successful candidate will be comfortable working within project deadlines and must be a team player who shares in Leapfrog's drive to change health care. The ideal candidate must be intellectually curious, a natural solutions seeker, detail oriented, demonstrate strong communication skills, and have a solid track record of working collaboratively and successfully in a nonprofit environment.

Key Responsibilities

The successful candidate will achieve the following:

1. Project support and coordination

- Serve as project coordinator for the COO.
- Facilitate various internal meetings by scheduling, creating meeting agendas, note taking, providing timely meeting minutes, and appropriately following up on deliverables.
- Oversee special projects as assigned to facilitate organizational learning and efficiency

2. Communications support

- Draft, edit, and proofread memos, correspondence, meeting materials, and presentations.
- Draft and maintain digital and social media marketing materials for B2B communications & marketing campaigns, including websites, blogs, webinars, podcasts, and direct email campaigns
- Represent Leapfrog at conferences and other external settings, including staffing conference booths as assigned
- Handle invoicing and fulfillment for report sales and other programs as assigned

3. Operations processing and reporting

- Manage the process of collecting edits, additions, and suggestions to progress reports from internal departments in a timely manner.
- Monitor budget and progress toward organizational goals
- Provide support to the quarterly Board of Directors meetings and various Board of Directors Committee meetings.
- All other duties as assigned by the COO and Operations team.



Qualifications

The ideal candidate will be an individual who has:

- 2-3 years of experience and proven accomplishments in handling detail-oriented assignments and projects
- Strong writing skills
- A passion for Leapfrog's mission to improve the safety and quality of health care in the United States
- Proficiency with Microsoft Office
- Ability to thrive in a small-team environment among a highly dedicated staff, consultants and agencies
- A proven ability to initiate and coordinate projects and handle multiple assignments simultaneously
- Proven experience, education, and effectiveness in marketing and/or PR a plus
- A bachelor's degree required in a related field

Term of Employment

The position is a full-time, hybrid location position, with at least 2 days a week at Leapfrog's offices in Washington, D.C. Leapfrog offers a robust benefits package including 90% coverage of health benefits (employee and dependents), fully paid short- and long-term disability and life, significant contribution to 401K plan, paid parental leave, and other noteworthy benefits including transit and education.

Leapfrog is an equal opportunity employer and strongly encourages diversity in its staff, board, and advisory committees.

Application Instructions

Send a cover letter, writing sample and resume by email only to HR@leapfrog-group.org.