



PACIFIC ISLAND HEALTH OFFICERS' ASSOCIATION

EXECUTIVE SECRETARIAT

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CONSULTANT POSITION ANNOUNCEMENT

Position Title	Communications Assistant - Pacific Public Health Fellowship Program
Position Status	Independent Technical Consultant
Period of Performance	Immediate through to July 31, 2025
Duty Station	Hagåtña, Guam

ORGANIZATIONAL BACKGROUND: The Pacific Island Health Officers Association (PIHOA) is a non-profit organization headquartered in Honolulu, Hawai'i, with a field office in Hagåtña, Guam. PIHOA's mission is to provide, through collective action and decision-making, a credible regional voice for health advocacy in and for the Pacific.

Today, PIHOA's membership is comprised of the ministers/directors/secretaries of health (executive governing board) of five USAPIs, American Samoa, the Federated States of Micronesia (FSM), Guam, the Republic of the Marshall Islands (RMI), and the Republic of Palau, their deputies and Chief Executive Officers of local public hospitals (associates), and Pacific regional professional associations (affiliates). PIHOA's Secretariat, comprised of executive, administrative and technical staff and a number of independent consultants, has been tasked to provide technical assistance to the USAPI health ministries and departments in the following health systems strengthening areas: 1) health workforce development/human resources for health; 2) epidemiology and surveillance; 3) performance improvement; 4) laboratory services; 5) regional health policy and advocacy; 6) health security; and 7) leadership development.

Pacific Public Health Fellowship Program: The Pacific Public Health Fellowship Program (PPHFP) is a collaborative effort between PIHOA, the USAPI Public Health Departments, and the Centers for Disease Control and Prevention (CDC). The purpose of the program is to help build up a local pipeline of public health professionals across five US. Affiliated Pacific Islands (USAPIs). PPHFP is a two-year training program for new college graduates living in the USAPIs. It facilitates placements in local Host Sites, to develop practical and hands-on, cross-cutting public health experience and training, fostering a sustainable pathway for career entry into public health workforce across the USAPIs. The USAPIs identify priorities and opportunities for field training experience during the two-year fellowship to promote public health careers in the USAPI and prepare early career professionals to meet emerging and future public health challenges in the Pacific. The two-year fellowship program is a community site immersion experience for the fellow to serve as a part of a multi-disciplinary team of professionals in USAPI public health agencies meeting the needs of the community.

SUMMARY OF DUTIES: The PPHFP Communications Assistant (CA) will work under the direction and oversight of PIHOA's Communication Team and in close collaboration with the PPHFP Program Manager. This position will be based at PIHOA's Hagåtña, Guam office, with flexible remote work options available.

Continuation of contracted position is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable State and Federal laws.

The CA will play a crucial role in promoting PPHFP's visibility and impact. The CA will be a creative thinker with strong design and written skills, capable of producing content and manage communication platforms.

SCOPE OF POSITION

1. **Reports To:** PIHOA Communications Team
2. **Fiscal Responsibilities:** None
3. **Signature Authorities:** None
4. **Level of Interaction:** Must be able to work independently and in collaboration with other team members, including the PPHFP Team. The deliverables will reach and target a wide array of multi-disciplinary team members, across multiple locations. This may include promotional communications to reach national, state, and regional health leadership, including the USAPI Directors, Secretaries and Ministers of Health, and regional technical partners. The CA will be expected to interact with tact, cultural sensitivity, and professionalism with a wide range of PIHOA staff, members, partners, and audiences to collect, develop, and disseminate appropriate PPHFP communication materials and social media posts.

MAJOR DELIVERABLES

As directed by the PIHOA Communications Team and in close collaboration with the PPHFP PM, the CA will be responsible for:

1. **Content Creation:**
 - a. Design and edit visually appealing promotional materials for PPHFP events, including internal posters, fliers, program materials, quarterly newsletters and E-Blasts. These promotional materials will advertise key events, promote recruitment and application opportunities, program updates, and promote various program activities.
 - b. Design and update infographics and visual materials to support program reports, initiatives and presentations.
 - c. Ensure all materials adhere to PIHOA's branding guidelines.
2. **Social Media Management**
 - a. Create, schedule, deploy, and manage PPHFP social media posts across platforms such as Facebook, Instagram, LinkedIn, and others to increase awareness and engagement with the program.
3. **Collaboration and support**
 - a. Work closely with program staff and PPHFP Fellows to gather content, stories, testimonials and quotes, for communication purposes.

REPORTING RESPONSIBILITIES:

1. CA will report directly to PIHOA Communications Team.
2. CA will work closely with PPHFP PM for project deliverables and tasks.

3. Submission of monthly invoices for payment and programmatic progress reports outlining activity and performance indicator completion status, including additional Duty Travel/Trip/Training Reports and other relevant documentation providing evidence of work progress.
4. When completed, submission of all final and approved deliverables and reports.

PRIMARY QUALIFICATIONS

1. **Education:** Minimum of Bachelor's degree in communications, design, marketing, or related field from an accredited college or university.
2. **Experience:** Minimum of 2 to 5 years of relevant work experience in a communications / design role, including familiarity and experience working with various multi-media platforms (graphic/print/digital/social media).
3. **Knowledge:** Proficient in design tools (E.g., Adobe Suite, Canva), to create visually appealing materials. Proven experience in content creation.
4. **Other Requirements:** Must have excellent English written and oral communication skills. Must be detail and deadline-oriented, with excellent time management skills. Have demonstrated creativity in securing coverage and the ability to think creatively with an eye for quality and accuracy.
5. **Travel:** While travel is not likely to be required, must be willing and able to travel for PIHOA sponsored events to gather and create content for promotional materials.
6. **Citizenship and Other Requirements:** Must be a US citizen, or have valid US Green Card, US Permanent Residency Card, Resident Alien, or other relevant US visa that allows for residency and employment in the US and its territories. Please be advised that PIHOA does not pay for passport and visa expenses. Must possess a valid driver's license. These will need to be valid and in good standing prior to PIHOA employment. PIHOA reserves the right to conduct security and background checks on successful applicants.

COMPENSATION: As a contractual position, PIHOA will pay a flat contractual monthly fee for all assigned work completed satisfactorily. Fringe and other benefits are not covered under PIHOA consultancy contracts. Consultants are required to submit monthly invoices for payment with accompanying progress reports that outline the status of deliverables.

TERM OF POSITION: This is a short-term consultancy contract effective immediately through July 31, 2025, with the possibility of renewal/extension based on performance and funding agency approval.

APPLICATION: Applications close February 14, 2025, or until filled. Please submit the following electronically with attention to the PIHOA Contracts Management Officer (keleiser@pihoa.org):

1. **Letter of Interest** that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above;
2. **Curriculum Vitae or Resume;** and
3. **Minimum of three (3) professional references** - these references must be from current and past

employment supervisors based on the last 8-10 years of employment.

4. **Samples of previous communications work/portfolio** (e.g. promotional videos, fliers, digital and print materials).

For any specific inquiries relating to the scope of work of the consultancy, please direct them to the PIHOA Contracts Management Officer (keleiser@pihoa.org).