

## Manager, Communications & Public Affairs

<b>Date</b>	<b>Department</b>	<b>Location</b>
Jan 16, 2025	Communications	Washington, DC
<b>Classification/Status</b>	<b>Employment Terms</b>	<b>Reporting Relationship</b>
Full-Time, Exempt	At Will	SVP Communications & Public Affairs

### Organization Overview

Founded in 1881, the Consumer Healthcare Products Association (CHPA) is the national trade association representing the leading manufacturers and marketers in the consumer healthcare industry with its core capabilities, including scientific and regulatory affairs, government affairs, and communications. CHPA is the leading voice fighting to ensure that Americans have access to beneficial over-the-counter (OTC) medicines, dietary supplements, and consumer medical devices they can count on to be reliable, save money and time, and deliver new and better ways to get and stay healthy. CHPA partners with its member companies to promote a more inclusive industry and to support a broader diversity, equity, and inclusion effort to ensure equity for CHPA’s staff and consumers in the United States.

CHPA fosters employee engagement and reward staff through challenging work, competitive compensation and benefits, flexible scheduling and time-off options, and opportunities to grow and develop professionally.

### Position Summary

The Manager, Communications & Public Affairs is a key member of CHPA’s Communications Department. The position reports directly to the Senior Vice President (SVP) of Communications & Public Affairs and works collaboratively with the broader communications team, as well as with other CHPA teams including regulatory, government affairs, and others.

The Manager provides communications support for a variety of priorities, projects, and content development opportunities. Topics are often scientific and technical in nature. The position requires strong oral and written communications skills. It also requires a person capable of managing various projects ranging from multimedia communications campaigns, drafting press materials and other communications. The incumbent is also tasked with preparing meeting agendas and materials, working with suppliers such as designers and printers, assisting with research and planning, managing invoices, expenses, and timelines.

This position will assist in managing external relationships with a variety of key stakeholders and partners, including CHPA member companies, external audiences

in the consumer healthcare space, and third-party organizations, and other key influencers important to the managed projects.

### Essential Functions

- Manages the communications and public affairs work to support various projects related to CHPA's policy, legislative, and regulatory agenda.
- Drafts and manages the development of a variety of editorial materials including byline articles, op-eds, presentations, publications, blogs, educational collateral, newsletter articles, website content, letters to the editor, ad copy, social media content, and others as assigned.
- Helps coordinate and draft content for "Self-Care Spotlight," CHPA's weekly member newsletters featuring issues, news, and updates.
- Assists as needed on drafting press releases, statements, social media posts, responses to media inquiries, and other communications support as directed.
- Manages outside vendors related to the projects described above including public affairs agencies, researchers, printers, designers, and others as assigned.
- Provide needed logistical support and assist with organizing and preparing for various meetings, conferences, and events that are key to CHPA communications projects, as determined by the SVP.

### Other Duties

- Other duties as assigned

### Required Education and Work Experience

- Bachelor's degree in science, public policy, political science, communications, marketing, project management, health and science, or related field (required).
- Minimum of six years' experience in communications, government relations, healthcare policy, or communications/PR agency work. Experience in the healthcare sector or trade associations is preferred.
- Experience navigating policy and regulatory issues and an understanding of the consumer healthcare landscape as it relates to both challenges and opportunities for the industry.
- Excellent oral and written communication skills with ability to create diverse content for a variety of audiences, including both highly technical and basic literacy levels.
- Ability to multitask, work well under pressure, balance competing priorities, and meet deadlines.
- Ability to work collaboratively with others and contribute to a dynamic working environment.

### Preferred Education and Work Experience

- Direct experience with medical/medicine, healthcare, safety, or nutrition-related issues is highly desirable.

**Supervisory Responsibility:**

None

**Travel:**

Less than 2%

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands handle, type or feel; and reach with hands and arms.

This is largely a sedentary role however some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary.

**This position requires the ability to occasionally lift office products and supplies up to 5 pounds.**

**Position Type/Expected Hours of Work**

This is a full-time position. Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 10:00 am to 3:00 pm and must work at least 37.5 hours each week to maintain full-time status. Occasional evening and weekend work may be required.



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### How to Apply:

Email your resumé and cover letter to [jobs@chpa.org](mailto:jobs@chpa.org) with the subject line “Manager, Communications”

### EEO Statement

Consumer Healthcare Products Association is committed to equal employment opportunity and makes all employment-related decisions without regard to race, religion, color, national origin or ancestry, age, sex, disability, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, genetic information, marital status, family responsibilities, personal appearance, political affiliation, matriculation, veteran or military status, union affiliation or any other categories protected by federal, state, or local law (the “Protected Categories”).