

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.

Date posted: 9/18/2026

Communications Specialist

Summary

The Communications Specialist supports the day-to-day execution of the Society for Vascular Surgery's (SVS) marketing and communications efforts. This role is responsible for developing and deploying recurring email communications and newsletters, maintaining audience and distribution lists, supporting social media and video content, and making website updates. The Communications Specialist works closely with the Marketing & Communications team and staff across SVS to tailor content and messaging for different audiences, coordinate approvals and deadlines, and ensure communications are accurate, engaging and consistent with SVS brand standards.

What you'll own

- Support the execution of marketing and communications plans for key organizational initiatives, ensuring alignment with the overall SVS marketing and communications strategy.
- Plan, draft, coordinate approvals for and deploy recurring email communications, including the weekly Pulse newsletter and audience-specific newsletters such as DC Update, Education, Trainee and Future Vascular Surgeon.
- Draft and deploy sponsored Vascular Specialist eblasts and the bi-monthly Vascular Specialist digital newsletter.
- Manage and maintain email distribution, registration and lead lists to support accurate audience segmentation and targeting.
- Serve as project manager for the Audible Bleeding podcast, coordinating production activities, recording industry-sponsored advertisements and ensuring sponsorship commitments are fulfilled across appropriate episodes.
- Collaborate with the Marketing Specialist on content for SVS, Your Vascular Health and NextGen Vascular social media channels, proactively contributing ideas and assisting with copy development, graphics and scheduling.
- Coordinate and record virtual interviews, assist with basic video editing and publish video content across digital platforms.
- Review website update requests, edit content as needed for clarity and consistency with SVS standards, and publish approved updates across vascular.org.
- Manage the communications team's general inquiry inbox, responding to or routing inquiries as appropriate.
- Prepare and share weekly email performance reports, identifying key trends and opportunities to improve engagement.
- Develop a strong understanding of SVS programs, audiences, member benefits and organizational priorities, and consistently apply SVS brand voice, messaging and visual standards.

Job Posting

- Proofread and quality-check communications for accuracy and audience relevance before deployment.
- Support additional communications projects and organizational initiatives, including the website redesign and marketing platform transition, while managing assigned deadlines and proactively communicating competing priorities or potential delays.

What you'll bring to the job

- Bachelor's degree in English, communications, journalism, public relations or a related field required.
- 1–3 years of professional experience in communications, public relations, marketing or a related role.
- Strong, demonstrable writing and editing skills, with the ability to develop clear, engaging and accurate communications.
- Exceptional attention to detail and accuracy.
- Experience planning, executing and managing email campaigns, with messaging tailored to specific audiences, goals and stages of a campaign.
- Collaborative approach to working with MarCom department and subject matter experts (SMEs) to develop and refine communications.
- Experience drafting, scheduling, and publishing social media content for professional organizations or brands.
- Basic video editing skills, including trimming clips and adding intro/outro slides, logos or captions, with the ability to publish content to social media and websites.
- Strong organizational and time-management skills, with the ability to balance multiple projects, meet deadlines and work with a supervisor to set priorities.
- Ability to work efficiently in a fast-paced environment, ensuring timely delivery of communications and content, even when quick turnarounds are required.
- Comfortable adapting to evolving priorities, workflows and technologies.
- Experience with email marketing platforms such as Higher Logic, HubSpot or Mailchimp, along with knowledge of email marketing best practices.
- Experience using a Content Management System (CMS) for website updates (e.g., Drupal, WordPress)
- Familiarity with basic graphic design and video editing tools is preferred (e.g., Canva, Adobe Creative Suite).

Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment. Occasional evening and/or weekend work may be required based on business needs. This is a remote position. Routine teleworking is available.

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large. Pay Scale: \$50,000 – 60,000 based on qualifications and experience. Benefits include but are not limited to medical, dental, vision, short/long-term disability, life insurance, paid time off, 401(k).

To Apply:

Please submit your resume to HRResumes@vascularsociety.org. We will continue to accept applications until the position is filled. Candidates must have valid U.S. work authorization at the time of application; visa sponsorship is not available for this role.