



ILLINOIS CHILDRENS HEALTHCARE FOUNDATION

Job Posting

TITLE: Communications Coordinator
TYPE: Part-Time (.4 FTE)
LOCATION: 1200 Jorie Boulevard, Suite 301
Oak Brook, IL
REPORTS TO: Senior Program Officer for Oral Health

POSITION SUMMARY

The Communications Coordinator serves as the key resource in developing, implementing and maintaining a wide spectrum of communication tools in support of the mission of the Illinois Children's Healthcare Foundation. Supervised by the Senior Program Officer for Oral and working in collaboration with internal staff, the Communications Coordinator will implement, execute and measure results of a communications strategy aimed at advancing the Foundation's philanthropic mission, strategic plan and business objectives. This role will be responsible for the creation and support of the communication plans and goals that involve internal and external marketing, public relations, and support of special events and campaigns; contributes to the development of the overall brand image, and helps to maximize interactions with specified audiences.

ILCHF works collaboratively with organizations to improve community-based systems of care that treat children holistically and focus on prevention, wellness and education. The Foundation partners with grantees to increase children's access to mental and oral health services. ILCHF has a single vision: that every child in Illinois grows up healthy. Working through grantee partners across the state, the Foundation focuses its grant making on identifying and funding solutions to the barriers that prevent children from accessing the ongoing health care they need, with a primary focus on children's oral health and children's mental health.

DUTIES AND RESPONSIBILITIES

- Develop, implement and measure the success of the Foundation's communication plan in alignment with the needs of the audiences supported: board of directors, grantees, community partners, media, and others; proactively research and recommend enhancements to content and strategy.
- Produce and gain approval on the distribution of a monthly Foundation newsletter to the Board of Directors by gathering content and/or writing original content, editing, designing and publishing.
- Produce and gain approval on the distribution of a bimonthly Foundation newsletter to ILCHF's newsletter subscribers by gathering content and/or writing original content, editing, designing and publishing.
- Develop and coordinate content for the Foundation Annual report with support from the Senior Program Officer(s).

- Develop, coordinate and update the Foundation’s website content, including monthly blog posts.
- Write and edit all other Foundation communication vehicles.
- Assist team members in preparing materials for internal and public presentations.
- Research content related to the work of the Foundation and provide concise written analysis/summary of that research.
- Provide copy editing for both internal and external Foundation documents, including white papers, articles, research reports, annual grant outcomes reporting, memos and other documents as assigned.
- Create, edit and manage content that promotes the Foundation’s mission across media channels, including print, internet, multimedia and social media.
- Develop and execute an effective social media strategy.
- Coordinate media alerts and develop compelling content for press releases and publications.
- Cultivate and maintain relationships with media contacts and other pertinent communication related partners to further the Foundation’s philanthropic profile and outreach.
- Partner with Foundation staff to support and share the overall communication strategy and activities; solicit feedback from staff on approach and recommendations for improvement.
- Develop and coordinate the creation of ILCHF promotional materials to effectively communicate the mission and grant making activities.
- Monitor social media inquiries and escalate them to the President for a timely response.
- Monitor and maintain analytics to track social media engagement and results, and create monthly social media reports for President.
- Assist in the purchase and receipt of marketing materials, and maintain inventory of current marketing materials, including printed pieces.
- Coordinate speaking engagements for staff and participate in events and activities with various entities throughout the State to raise awareness of programs funded by the Foundation.
- Prepare or assist Staff in the preparation of conference applications and presentations.
- Provide support for special events and meetings being hosted or participated in by the Foundation, including attend events for the purpose of capturing content and multimedia for print and digital communications.
- Track and distribute daily news mentions, and updates media contact lists.
- Write and post social media content, and maintain social media content calendar for all social media platforms which may include: Facebook, Instagram, Twitter and YouTube.
- Monitor trends in marketing strategy, social media tools
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree preferably in communications, journalism or related field.
- 3-5 years of experience in communications, journalism, public relations or marketing, media and social media awareness.
- Understanding of the non-profit landscape a plus.
- Strong project management, writing, researching, editing and presentation skills and the ability to manage projects through the entire life cycle.
- Proven communications consultative, planning and execution abilities.
- Ability to work effectively in a consensus-style and collaborative environment that expects and promotes teamwork, with the ability to also work independently.
- Relationship building skills and capable of cultivating relationships with diverse audiences.
- Possess high personal motivation supporting a strong work ethic, flexibility and creativity.
- Excellent organizational and communication skills, both written and oral, with the ability to create content in the appropriate voice for the Foundation.

- Critical thinking, active listening, problem solving and analytical skills.
- Ability to proactively monitor and adjust activities to respond to changing circumstances and priorities to meet goals; ability to prioritize duties and multi-task.
- Demonstrate high degree of professionalism and confidentiality.
- Proven experience working with media and using social media platforms; computer proficiency with Microsoft Office Suite is required.

Submit Your Interest

To apply, submit a cover letter, resume and salary requirements to Comsjob@ilchf.org.

The ILCHF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status or genetic information.