



## **JOB POSTING**

TITLE: Communications Coordinator  
TYPE: Part-Time (16 hours/week)  
LOCATION: 1200 Jorie Boulevard, Suite 301, Oak Brook, IL

### **We call ourselves ILCHF**

Illinois Children's Healthcare Foundation's (ILCHF) vision is that every child in Illinois grows up healthy. Our small inspired team makes that vision a reality through strategic grantmaking, convening and advocacy. ILCHF enables our grantee partners to provide life changing services for children and families with a focus on mental health and oral health care, prevention, wellness and education.

### **POSITION SUMMARY**

Working collaboratively with the Foundation's staff, the Communications Coordinator will develop, implement, and maintain a wide spectrum of communication tools in support of the mission of ILCHF.

### **DUTIES AND RESPONSIBILITIES**

- Produce and gain approval on the distribution of a monthly newsletter to the Board of Directors and a bimonthly external Foundation newsletter by gathering content and/or writing original content, editing, designing, and publishing.
- Develop and coordinate content for the Foundation Annual report and other promotional materials to effectively communicate the mission and grant making activities.
- Develop, coordinate, and update the Foundation's website content, including monthly blog post. Write and edit all other Foundation communication materials.
- Assist team members in preparing materials for internal and public presentations. 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.
- 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. Research content related to the work of the Foundation and provide concise written analysis/summary of that research.
- Cultivate and maintain relationships with media contacts and other pertinent communication related partners to further the Foundation's philanthropic profile and outreach. Coordinate media alerts and develop compelling content for press releases and publications. Track and distribute daily news mentions, and update media contact lists.

- Provide support for special events and meetings being hosted or participated in by the Foundation, including attending events to capture content and multimedia for communications materials.

## **QUALIFICATIONS**

- Bachelor's Degree preferably in communications, journalism, or related field; proficiency with Microsoft Office Suite is required; and understanding of the non-profit landscape a plus
- 3-5 years of experience in communications, journalism, public relations, or marketing; media and social media awareness and/or experience preferred.
- Excellent writing, researching, editing, presentation and project management skills with the ability to manage projects through the entire life cycle in the appropriate voice for the Foundation.
- Ability to work effectively in a consensus-style and collaborative environment that expects and promotes teamwork, with the ability to also work independently.
- Ability to proactively monitor and adjust activities to respond to changing circumstances and priorities to meet goals; ability to prioritize duties and multi-task.
- We foster a culture of respect, trust and inquiry and seek a candidate who contributes positively to our culture.
- Position will be kept to 16 hours per week with the option to work remotely for a portion of those hours.

## **Submit Your Application**

To apply, submit a cover letter, resume and salary requirements to [Comsjob@ilchf.org](mailto: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.*