



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 a communications plan as well as implement, and maintain a wide spectrum of strategic communications in advancing the mission of ILCHF and its programmatic work. This role will also center on having strong writing and editing skills that bring the impactful and important work of our grantee partners to life.

DUTIES AND RESPONSIBILITIES

- Responsible for curating and/or writing original content, editing, designing and publishing monthly newsletters to the Board of Directors and bimonthly ILCHF newsletters for external audiences.
- Coordinate the development of the Foundation's Annual Report and all other Foundation communications materials by creating and editing content that effectively communicates the Foundation's mission and grantmaking activities.
- Manage the Foundation's website content, including the development of monthly blog posts that share stories of our grantee partners' impactful work. 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.
- Edit internal and external Foundation documents, including white papers, articles, research reports, annual grant outcomes reporting, memos, and other documents as assigned.
- Provide concise written analysis/summary of research content related to the work of the Foundation.
- Cultivate and maintain relationships with media contacts and other pertinent communication 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 administrative support for special events and meetings the Foundation hosts or participates in, including attending events to capture content and multimedia for communications materials.
- Recommend, plan and implement appropriate social media channels.

QUALIFICATIONS

- Bachelor's Degree preferably in communications, journalism, or related field;
- Interest in work that promotes the health and wellness of children in Illinois and/or an understanding of the nonprofit landscape is 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.
- Proficiency with Microsoft Office Suite required; and proficiency with Wordpress and MailChimp is a plus.
- Position is 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.

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.