

## 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. Except for team meetings once per week and approximately 2 – 3 annual commitments that would require attendance, most work can be done remotely with an agreed upon schedule of approximately 16 hours per week. This job would be perfect for someone looking for flexibility.

### **DUTIES AND RESPONSIBILITIES**

- Produce and gain approval on the distribution of a monthly newsletter to the Board of Directors, a bimonthly external Foundation newsletter, and the Foundation Annual Report by gathering content and/or writing original content, editing, designing, and publishing.
- Develop, coordinate, and update the Foundation's website content, including monthly blog post. Write and edit all other Foundation communication materials.
- Provide copy editing for both internal and external Foundation documents, including white papers, articles, research reports and other documents. 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 2 - 3 convenings being hosted by 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
- A minimum of 2 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.

### **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.*