

Communications & Engagement Coordinator (Full-Time position)

Job Title: Communications & Engagement Coordinator

Supervised By: Community & Membership Director

Supervises: Communications Intern

Status: Full-time, Exempt

Salary : \$39 - 43K

POSITION SUMMARY

The Communication & Engagement Coordinator position is divided between the Network's communication activities and the RunDV Out-of-Town engagement campaign. Run DV (Domestic Violence) Out of Town is a separate collaborative group, currently managed by 5 domestic violence service providers with the aim of raising awareness of the issue of domestic violence through participation in the Chicago Marathon. The Network is the fiscal and administrative agent for the Collaborative. The Communication & Engagement Coordinator will report directly to the Director of Community & Membership of The Network, with additional supervision from the collaborative Steering Committee for Run DV Out of Town project deliverables.

ESSENTIAL JOB FUNCTIONS FOR COMMUNICATIONS (60%)

- Increase public footprint by creating content for marketing and membership engagement.
- Create monthly newsletters and share reports as needed using MailChimp.
- Maintain active and up-to-date database of contacts.
- Coordinate productions and e/mailing of press releases.
- Attend site visits and work alongside Director of Community & Membership to increase our visibility and amplify the efforts of the Network's membership communities.
- Co-lead Youth Advisory Board activities and assist with monthly YAB meetings
- Support communication to donors and supporters.
- Support promotion of all Network events and activities, in collaboration with colleagues
- Update The Network's website routinely
- Develop and post content on social media including Instagram, Twitter, and Facebook.
- Create images and infographics for social media and broader distribution.
- Seek out news, articles, and studies related to domestic violence to share.
- Other duties as assigned

ESSENTIAL JOB FUNCTIONS FOR RUNDV OUT-OF-TOWN EVENT (40%)

- Work on all elements of RunDV activities with support and guidance from the Network's Director of Community and Membership and the collaborative agency representatives.
- Actively recruit Teams and Individuals to participate from area businesses, educational institutions, religious groups and community groups, etc., to establish relationships with new participants and renew and enhance professional relationships with existing participants primarily over the phone, via email communication, and through in-person meetings and presentations.
- Manage and organize participant recruitment and fundraising events.

- Manage creative and effective tools for recruitment and fundraising.
- Manage social media outreach for participants.
- Manage RunDV website, and all related newsletters, reports, and information, when applicable.
- Prepare and distribute fundraising and recruitment materials: letters and emails, participant kit, recruiting tips, fundraising tips and ideas, etc.
- Assist in the recruitment and marketing of our full marathon, half marathon and 5K runs to specific populations, including running groups, sporting goods stores, gyms, local colleges and schools, etc.
- Act as point of contact for runners who may have questions or inquiries about the run.
- Answer general inquiries about RunDV Out-of-Town.
- Manage all pre-event preparations of Fundraising Events.
- Actively participate in all day-of-run activities, including set-up and staffing of volunteer table and cheer stations, etc.
- Maintain relationships with key corporate sponsors and high-level contacts year-round and insure involvement in all relevant chapter activities and recognition opportunities.
- Other duties as needed and assigned by the collaboration steering committee and/or chair.

WORK ENVIRONMENT

- Remote working is in effect during the pandemic. A flexible working schedule is allowable, with some in-office work required post-pandemic.
- This position will require some weekend and evening hours, particularly in the final weeks prior to the runs and events. Working the weekend of the Chicago Half-Marathon and Marathon is required.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Occasionally lift, carry, push and pull objects weighing up to 25 pounds independently, and rarely objects weighing up to 40 pounds with assistance
- Travel between the main office and remote locations is required.
- Work-place is a smoke- and drug-free environment.

QUALIFICATIONS

Education:

- Bachelor's degree

Experience

- A minimum of one year's professional experience in a communication/marketing position, at a not-for-profit, is required.
- A minimum of 1-2 years' professional experience in fundraising or special events is required.

- Proven experience working with donors, volunteers, committees and non-profit boards is desired.
- Past experience coordinating marathon runs or charity walks is highly desired.
- Ability to work well in a team.
- Ability to perform multiple tasks with accuracy, prioritize workflow, and realize goals while meeting deadlines in a timely manner.
- Experience speaking to large groups in a clear and concise manner to engage, motivate and actively work with a wide variety of individuals and audiences.
- Excellent verbal and written communications skills
- Ability to work independently with little supervision
- Excellent interpersonal skills

LICENSES/CERTIFICATION

- 40-Hour Domestic Violence training is required within 3 months of employment. The Network will provide this training to the employee.

COMPUTER AND SOFTWARE KNOWLEDGE

- PC literate with strong skills in experience in MS Office (Word, Excel) required
- Working knowledge of social media tools (Facebook, Twitter, Instagram) required, (MailChimp, GoFundMe, Survey Monkey, etc.) highly preferred
- Experience with Canva, WordPress, Adobe Acrobat, and marketing software including MailChimp highly preferred

The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.