

Position Title: Communications and Marketing Manager

Purpose

The Communications and Marketing Manager is part of a highly collaborative team that advances Exodus' mission and goals using communications in compelling ways. This position creates print and digital content that captures our mission of mobilizing the Christian community to welcome and befriend refugees. Working closely with the Director of Communications, the Communications and Marketing Manager manages Exodus' social media and web presence, serves as project manager for print and digital communications, and contributes to email marketing and other communications efforts.

Duties and Responsibilities

1. Plan, create, and execute social media. This includes shooting basic photos and/or short video at Exodus program activities and creating written content through interviews with volunteers, refugees, and staff.
2. Manage print and digital communications. Edit and create content and update layouts for a range of projects such as flyers, brochures, PowerPoint presentations, and more.
3. Create and reformat basic graphics (i.e., pair images with text) for use in digital and print mediums. Size, edit, and retouch images using photo editing software.
4. Create new and edit existing webpages. Includes creating and managing forms, pop-ups, and bounce-backs. Contribute to new webpage content development and edit provided content.
5. Regularly compile and review key communications metrics; help develop new ways to increase engagement and expand audience across communications platforms.
6. Create and edit short videos for use on social media using iMovie or other platforms. Includes layering music, photos, title slides, etc.
7. Provide project management for professional photo and video shoots, including pre-shoot planning, on-site support, and overall coordination.
8. Provide assistance and support to the Director of Communications as needed.
9. Manage digital assets library.
10. Perform other duties as assigned.

Knowledge, Skills, and Abilities

1. Commitment to Exodus World Service's Christian mission and values.
2. Excellent verbal communications, interviewing ability, and writing skills.
3. Experience managing social media and websites.
4. Experience managing projects for print and digital channels.
5. Experience developing graphics in a professional setting for a variety of communications channels, including email marketing, web, and social media. Strong design sense and familiarity with best practices and standards for graphics and video across platforms.



6. Proficiency in Adobe Creative Cloud Suite (InDesign, Illustrator, Photoshop), Microsoft Office, Google Suite, Word Press (or similar CMS) and ConstantContact (or similar email marketing system). Experience with Elementor page builder, video production, HTML and/or CRM database a plus.
7. Ability to work well independently and as part of a highly collaborative team. Experience relating to diverse groups of people.
8. Self-motivated with a high level of organization, detail, time management, and strong critical thinking skills.
9. Ability to multi-task in a fast-paced environment. Knowledge of refugee and cross-cultural understanding a plus.

Education

Bachelor's degree in communications or marketing, or related experience.

Location

Exodus World Service office in Park Ridge, IL, with flexibility to work remote at times as appropriate.

Travel Requirements

Valid driver's license with ability to drive to area appointments as needed.

Job Classification

Full-time exempt. Work generally conducted Monday – Friday, 9am – 5pm, with some weekend and evening availability required.

Benefits

Eligible for paid time off, health insurance, and retirement benefits.

Position Reports to: Director of Communications

About Exodus World Service

Founded in 1988, Exodus World Service's mission is to mobilize the Christian community to welcome and befriend refugees. We do this by educating churches about the plight of refugees, connecting volunteers with refugees through practical service projects, and empowering others to champion refugee ministry.

How to Apply

Please submit cover letter and resume to hr@exodusworldservice.org.