

Position Title: Associate Director of Communications

Job Purpose

Exodus World Service seeks a talented communications professional to drive engagement in our mission of mobilizing the Christian community to welcome and befriend refugees. The ideal candidate will conceive and produce impactful content using a variety of mediums, including e-mail, web, social, video, and print.

If you are experienced in nonprofit communication, excel at driving multifaceted initiatives from concept to reality, and motivated by a mission that helps refugees as they rebuild their lives, this position may be for you!

Duties and Responsibilities

1. In collaboration with executive director and director of communications, develop and implement communications strategies and campaigns that achieve specific program, fundraising, and event goals.
2. Conceive of and produce impactful content across mediums, including web, e-mail, social, video, and print. Ensure integration across platforms.
3. Work closely with mobilization, program, and fund development teams to produce support materials on a regular basis.
4. Supervise communications coordinator, including supporting continued professional growth and development.
5. Manage communications calendar, ensuring quality content (written and visual) is produced and meets deadlines.
6. Write, edit, and proofread materials with attention to detail and alignment with brand story and brand standards.
7. Assist staff in maintaining brand and editorial standards. Ensure consistent look, style, and feel for communications across the organization.
8. Provide creative direction and manage relationships with contractors, including graphic designers, photographers, videographers, printers, etc. Includes understanding print and mail house production needs and scheduling.
9. Oversee key performance indicator reports and keep up with industry trends to ensure effective marketing communications.
10. Generate new and innovative ideas to increase engagement and grow target audiences.
11. Coordinate photo and video shoot logistics in collaboration with program staff. Oversee management of image library.
12. Other duties as assigned.

Knowledge, Skills, and Abilities

1. Commitment to Exodus World Service's Christian mission and values.
2. At least five years' experience in marketing communications, copy writing, or other content production.
3. Experience with a variety of communications channels, including e-mail, web, social, video, print, and direct mail.
4. Strong project management skills, including experience managing multiple workflows with numerous details in a fast-paced environment.
5. Ability to write compelling content and to edit others' content.
6. Strong copyediting and proofreading skills; familiarity with AP Style a plus.
7. Strong interpersonal skills, including a positive attitude and a customer service approach toward working with team members.
8. Ability to work well independently and as part of a highly collaborative team.
9. High level of organization, attention to detail, and time management skills.
10. Experience relating to diverse groups of people. Knowledge of refugee and cross-cultural concerns a plus.
11. Experience supervising staff and/or freelance creative individuals.
12. Proficient in Microsoft Office Suite. Experience with Adobe Creative Suite a plus.

Education and Experience

Bachelor's degree in communications, marketing, journalism, English, or related field. Must have portfolio to demonstrate capabilities.

Job Classification

Full-time exempt. Work generally conducted Monday – Friday, 9:00 a.m. – 5:00 p.m. Occasional evening and weekend availability required.

Benefits

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

Location

Exodus World Service office in Park Ridge, IL, with ability to work remote work on occasion as appropriate.

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.