

Position Title: Communications Coordinator

Purpose

The Communications Coordinator helps produce compelling communications that advance Exodus' mission of mobilizing the Christian community to welcome and befriend refugees. Part of a highly collaborative team, the Communications Coordinator helps produce and manage print, digital (web, email marketing, social media), and other communications efforts. Working closely with the Exodus leadership team, the Communications Coordinator plays a vital role in supporting all aspects of the ministry by creating brand-aligned, visual content for multiple formats and platforms.

Duties and Responsibilities

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

Knowledge, Skills, and Abilities

1. Commitment to Exodus World Service's Christian mission and values.
2. Experience developing graphics in a professional or academic setting for a variety of communications channels such as web, social media, and email marketing. Keen eye for visual detail, strong design sense, and familiarity with best practices and standards for graphics and video across platforms.
3. Experience with Adobe Creative Cloud Suite (InDesign, Illustrator, Photoshop), Microsoft Office,



Google Suite, Word Press (or similar CMS) and ConstantContact (or similar email system).
Experience with Elementor page builder, video production, HTML and/or CRM database a plus.

4. Experience managing websites and social media.
5. Familiarity with the process for managing print and digital projects.
6. Ability to multi-task and work well independently with a high level of organization, detail, time management, and strong critical thinking skills.
7. Excellent verbal communicator with experience relating to diverse groups of people. Able to work with a highly collaborative team.
8. Knowledge of refugee and cross-cultural understanding is 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 remotely at times as appropriate.

Travel Requirements

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

Salary Range

\$39,000 - \$52,000

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 (vacation, holidays, and sick leave), retirement benefits, short-term disability, health, dental, and vision insurance.

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.