



Job Title: Senior Communications and Marketing Associate
Reports To: Executive Director
FLSA Status: Exempt
Status: Full-Time – 40 hours per week
Salary: \$1,730.77 per bi-weekly pay period (Annualized salary rate \$45,000.00)
Location: 1922 N. Pulaski Road, Chicago 60639
Schedule: Monday through Friday
9:00 a.m. to 5:00 p.m.
Schedule subject to change based on office needs.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Organization Mission:

SCH's Mission is to build generational wealth through housing counseling, financial education, and advocacy, by connecting low-to-moderate income households to resources that create housing stability, homeownership, and economic mobility.

Organization Summary:

SCH has two locations to serve the North and South sides of Chicago and serves over 10,000 clients per year. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

Position Summary:

The Senior Communications and Marketing Associate will provide support and work in collaboration with the Executive Director and Development team. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Communications and marketing are essential to the overall success of the organization and therefore it is imperative that the person in this role provide the support needed to those accessing Spanish Coalition for Housing programs.

Responsibilities:

Resource Development: 25% of time

- Research market and resource opportunities.
- Support Executive Director and Development Department with Proposal Development
- Support Executive Director and Development Department with Board engagement.

- Take Board minutes and provide additional support as directed by Executive Director.
- Research, compile, and prepare confidential and sensitive documents.

Social Media and Online Content 25% of time

- Expand digital communications and marketing efforts to include social media profiles, online engagement, and outreach, develop key performance indicators (KPIs) with timely content and a consistent post calendar- working with staff members.
- Create targeted social media posts on multiple platforms using efficient tools, working with operations and executive team members on content strategies. Create graphics, posts, and video.
- Craft effective digital media ads copy and targeted campaigns.
- Develop quarterly newsletters and monthly announcements using Constant Contact.
- Creative design using Canva, InDesign, Adobe, or similar tools.
- Website maintenance and content update using Wix.

Media and Public Relations: 25% of time

- Create donor request letters.
- Timely coordination of donor acknowledgement letters.
- Digital communications and marketing.
- Coordinate agency mailings and other basic administration functions.
- Assist Executive Director in managing various social media platforms for the agency.

Event Planning: 25% Other

- Assist with coordination and logistics of special agency events.
- Assist with coordination of promotions for special agency events.
- Provides occasional support to Executive Director with administrative tasks.
- Promotes other services and workshops offered by SCH.
- Other general office duties assigned.

Qualifications:

- Bachelor's degree in business, liberal arts, public administration, or another related field. One to two years of experience.
- Computer literate and technologically proficient in standard word processing, spreadsheet and database software applications, web research. Proficiency in Microsoft Office Suite (Excel, Word, Power Point).
- Working knowledge of digital communications and marketing tools to include: Canva, Forms, Constant Contact, WordPress, InDesign, Adobe.
- Ability to work in a fast-paced environment, manage a large caseload and prioritize work accordingly.
- Highly organized and motivated.
- Excellent written and verbal communication skills.
- Must be dependable and follow instructions by Management direction.
- Must have strong sense of accountability; takes responsibility for own actions.
- Maintains required job skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
- Staff members are expected to present a professional, businesslike image to all clients, visitors, and the public. Business attire required.
- Interest in community development, housing issues, organizational development, and communications.
- Work as part of a team and provide input and leadership towards program improvements.

- **Bilingual (Spanish & English) preferred.**
- Mandatory participation in Saturday events hosted by or employer and/or affiliates of sponsoring agencies.
- Must be dependable, dedicated, and flexible in regard to working some evening and/or weekend hours.
- Perform other job duties as assigned.

Compensation:

- Compensation is exempt, \$1,730.77 per bi-weekly pay period (Annualized salary rate \$45,000). Full-Time, 40 hours. Excellent compensation package; affordable health insurance, dental, and life; employer-matching 401K contribution available after 90 days or open enrollment period.

Physical Demands and Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand, walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
- The workplace is a smoke and drug free environment.

SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH 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. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

To Apply:

Visit us at www.sc4housing.org under careers.