

Communications Coordinator

Job Description

Legal Council for Health Justice (Legal Council) seeks a Communications Coordinator to join our three-person Development team. This position will be responsible for coordinating all organizational communications that increase awareness of agency impact and value among internal and external audiences. The position reports to the Senior Director of Development and works closely with the Senior Director of Litigation and Advocacy. The ideal candidate will be an effective communicator committed to social justice, with the ability to translate internal technical information into external narrative. This position provides an excellent opportunity to participate on a team that will be based in a shared leadership model, to contribute to establishing team practices, and opportunity for advancement and career development. It is also an opportunity to gain experience in the tightly knit non-profit development sector in Chicago.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, seniors, LGBTQ+ and Veterans are welcomed and strongly encouraged to apply. Legal Council believes that personnel diversity is an organizational strength and recognizes and values the intersectional identities that staff members bring to our organization. We are enriched by the diverse experiences, beliefs, and ways of thinking that employees of different backgrounds bring.

Founded in 1988, Legal Council is a non-profit law office that finds legal remedies for discrimination, disadvantage, and disparities in health equity and well-being across the lifespan of Illinoisans impacted by life-changing medical conditions.

Job Responsibilities

Communications

- Partner with colleagues across departments to understand and communicate about Legal Council programs, activities, and updates;
- In collaboration with the Senior Director of Development and Senior Director of Litigation and Advocacy, design and implement a communications plan via various communications channels including but not limited to website, email, and social media;;
- Lead the development of communications pieces including: email newsletter and e-blasts, the annual report, fundraising campaigns, website, brochure, video, and special events;
- Coordinate all social media efforts: create content, manage/maintain social media properties, maintain agency brand, voice, and tone on social media platforms in accordance with the agency's style guide; track latest digital trends in social media marketing and engagement;
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- Oversee collection and curation of client success stories (Story Bank) and the pipeline and maintenance of content assets (visual, video, stories, media clippings, data dashboard);
- Assist with preparation and submission of Op Eds and Letters to the Editor;
- Track analytics and interoperability of digital properties; and
- Other duties as assigned.

Fundraising, Outreach and Events

- Support content, language, and design for all philanthropic communications (ex. emails, one-pagers, annual fund appeals, reports) to funders including individual donors, foundation partners, and legislators;
- Serve as a key member of the development team in efforts to increase and diversify revenue by integrating communications strategies across digital properties, donor database (Blackbaud Raiser's Edge NXT) communications, ecommerce, special event apps, etc.;
- Create all event invitations and materials and serve as point of contact for printing vendors;
- Support the planning, implementation, and follow-up for communication around special events including but not limited to May Ball, Summer Soiree, Gala, Broadway in Chicago Theater Fundraisers, AIDS Run and Walk, and Advocates Circle reception;
- Staff events as part of the development team;
- Assist in the development of benchmarks for success in communicating around special events, evaluate effectiveness after events, and incorporate improvements in future planning;
- Maintain event master files and documentation to aid planning and execution of future events;
- Coordinate event publicity, including public relations, advertising, and collateral material design, production, and distribution;
- Other duties as assigned.

Job Requirements:

- 2-4 years of experience in nonprofit work with an emphasis on policy, direct services, or client facing experience;
- Experience in writing and disseminating information ;
- Excellent interpersonal, verbal, writing, organizing, storytelling, and teaching skills;
- Experience juggling projects with multiple deadlines and working across departments;
- Computer and design skills: Microsoft Office, Mailchimp, and WordPress; familiarity with social media platforms and measurement tools, Adobe Creative Cloud, Canva
- Able to keep up with latest digital trends and emerging technology;
- Demonstrated ability to work independently as well as cooperatively;
- Demonstrated commitment to social change; and
- Commitment to contributing to a workplace that deeply values engaging and operating with radical non-judgement, and working in collaboration and partnership that is built on trust and respect.

Relevant experience includes not only professional advocacy on behalf of others, but personal experience with poverty, chronic illness, HIV, mental illness, racism and its consequences, public housing or other issues affecting our client population.

How to Apply: To apply, email a resume, compelling cover letter, and writing sample to:

Liesl Pereira
 Senior Director of Development
 job@legalcouncil.org

Salary: Salary is commensurate with experience (\$47,000 to \$57,000).

In addition to the salary range listed, Legal Council offers a comprehensive benefits package that includes major medical, dental and vision; Generous Holiday and Vacation Paid time Off; Sick Paid Time Off; Traditional 401k/Roth 401k with 2% employer non-elective match.

Employees are required to be in the office (17 N State Street, Suite 900, Chicago IL 60602) twice a week between Monday and Thursday.

All Legal Council staff must show proof of full COVID-19 vaccination or be granted a reasonable accommodation by the Executive Director due to a valid claim of a disability as defined by the Americans with Disabilities Act or a valid religious exemption pursuant to Title VII. Full COVID vaccination is defined as the two shot Moderna or Pfizer vaccine plus a booster or the Johnson & Johnson one-shot vaccine plus a booster.