

Council of Islamic Organizations of Greater Chicago (CIOGC)

Job Description: Communications Director

The Communications Director will develop and guide the strategy for all communications, including website, social media, the Chicago Crescent monthly publication, weekly e-newsletter and press releases to consistently articulate CIOGC's mission and policies. The Communications Director will report to the Executive Director.

The Communications Director will work closely with other CIOGC staff in areas of CIOGC Programs, Graphics, Youth activities and Administration as partners on a variety of strategic initiatives. Position involves a mix of high level planning and strategy setting as well as ongoing tasks in the areas of writing, editing, layout, design and social media work.

Responsibilities

- Develop, implement, and evaluate the annual communications plan across the network's discreet audiences in collaboration with the CIOGC team and constituents.
- Edit the Chicago Crescent monthly publication, develop and manage its contents and advertisements.
- Lead the generation of online content that engages audience segments. Decide who, where, and when to disseminate.
- Write press releases, schedule interviews for CIOGC representatives.
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Manage development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters, and CIOGC's website
- Mentor and lead a team member responsible for CIOGC's website administration and coordination
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly
- Track and measure the level of engagement within the network over time
- Develop and maintain relationships with media personnel and manage all media contacts
- Travel as requested to make appearances and attend meetings on behalf of CIOGC.

Qualifications

- The applicant should have a bachelor's degree in communications, journalism or a similar area of study. Master's degree is preferred. Recent and demonstrated practical experience will be helpful.
- Highly collaborative style; experience developing and implementing communications strategies
- Excellent writing/editing and social media skills
- Strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Ability to take knowledge and transform it into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels is critical.
- Relationship builder with the flexibility and finesse to "manage by influence."
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

Salary and Benefits

This is a salaried position. Salary is commensurate with the qualifications. CIOGC offers vacation and health insurance benefits.