



<p>The James B. Moran Center for Youth Advocacy and the Evanston Cradle to Career (EC2C) are proud to announce the opportunity to work 20 hours per week for the Moran Center and 20 hours per week for the EC2C.</p>	<p>Evanston Cradle to Career (EC2C) and James B. Moran Center for Youth Advocacy are proud to announce the opportunity to work 20 hours per week for the Moran Center and 20 hours per week for the EC2C</p>
<p>Both organizations welcome applicants to apply for both part-time positions or for one full-time position, 40 hours per week.</p>	
<p>Communications Manager</p>	<p>Communications Manager</p>
<p>The James B. Moran Center for Youth Advocacy's Communications Manager manages the organization's marketing and communications strategy, as well as assists the Director of Strategic Partnerships in the execution of all materials associated with the agency's fundraising and overall messaging.</p>	<p>Evanston Cradle to Career (EC2C) is looking for a creative, passionate professional to help our collective impact initiative to ensure effective internal and external communications to promote transparency, to communicate our progress, and to engage the community in the work of EC2C.</p>
<p>Education/Work Experience</p>	<p>Education/Work Experience</p>
<ul style="list-style-type: none"> • Bachelor's degree in Communications or related field, preferred or equivalent professional experience • At least one year's work experience, directing communications to individuals from diverse cultural and socioeconomic backgrounds 	<ul style="list-style-type: none"> • Bachelor's degree in Communications or related field, preferred or equivalent professional experience • At least two year's work experience, directing communications to individuals from diverse cultural and socioeconomic backgrounds
<p>Primary Responsibilities</p>	<p>Primary Responsibilities</p>
<ul style="list-style-type: none"> • Draft all written marketing material regarding the Moran Center's programs and services; • Draft all communications for the Moran Center's fundraising campaigns, including the fall appeal and annual spring benefit; • Coordinate with the Moran Center's design contractors in the production of all art/graphics; • Manage technology platforms for website (WordPress), email marketing platform (MailChimp), and all social media channels; • Manage communications calendar and content pipeline, measure effectiveness of communications by utilizing website analytics, email campaign reports and social media reporting tools; • Compile and circulate email newsletter to 	<ul style="list-style-type: none"> • Works with EC2C staff to create and implement a communications plan for sharing the mission, progress, and challenges of EC2C with its partners and the community more broadly; • Works with EC2C staff to develop improved communications among our partners, team members, and other EC2C stakeholders; • Responsible for managing relationships with web design and other communication consultants; • Manages EC2C's social media presence including Facebook, Twitter, Instagram, etc.; • Prepares press releases to highlight specific aspects of EC2C's work in the community • Prepares a regular e-newsletter and designs other attractive collateral materials highlighting EC2C progress for diverse audiences • Proficient in web-based mass mailing platform, such as

<p>organizational and donor contacts;</p> <ul style="list-style-type: none"> Assist with drafting key messages, speeches, presentations, blogs, letters to editor, etc. Respond to media inquiries about the Moran Center; and, Assist with special projects at the direction of the Director of Strategic Partnerships related to event planning, data management, etc. 	<p>MailChimp</p> <ul style="list-style-type: none"> Maintains contact lists and tracks participation in EC2C meetings and activities, ensuring appropriate follow up Responds to requests for information from the website or other communications, always ensuring a timely, professional response Other duties as assigned
Desired Skill Set	Desired Skill Set
<ul style="list-style-type: none"> Excellent written and oral communication and interpersonal skills Knowledgeable about principles of basic design and skilled in use of Publisher and/or Photoshop or willing to take a class Experience with, and knowledge about, social media technology Experience with and connection to the Evanston community preferred Highly self-motivated and able to anticipate needs and problems Strong commitment to the ideals and mission of the Moran Center 	<ul style="list-style-type: none"> Excellent written and oral communication and interpersonal skills Knowledgeable about principles of basic design and skilled in use of Publisher and/or Photoshop Experience with, and knowledge about, social media technology Experience with and connection to the Evanston community preferred Spanish/English bilingual strongly preferred Highly self-motivated and able to anticipate needs and problems Experience with collective impact preferred Strong commitment to the ideals and mission of EC2C
Salary for Joint Position	
Salary is commensurate with experience within the range of \$30,000-\$43,000 per year plus benefits.	
How to apply for the Joint Position	
<p>Interested applicants should email a resume and cover letter to Joi-Anissa Russell at jrussell@moran-center.org and Sheila Merry at smerry@evanstonc2c.org by July 15, 2019 with the Subject Line: Joint Communications Manager Application. We will, however, continue accepting applications until the position is filled.</p> <p>Interested applicants are also welcome to apply to either organization separately for their respective part-time positions. Just address your resume and cover letter to the appropriate organization.</p>	