

MoveFwd Communication Specialist

Duties and Responsibilities:

- Work with MoveFwd staff and communication committee to execute integrated marketing re-brand communication plans that advance strategic plan
- Create materials for print, web, email (Vertical Response) and social media campaigns; adhering to MoveFwd brand identity standards
- Maintain new website with user-friendly content and up-to-date information
- Coordinate marketing programs and promotions for key markets throughout the western suburbs to help boost donor base and visibility for MoveFwd
- Coordinate development of and track collateral materials (such as signs, posters, services brochures, etc.)
- Special projects as needed

Experience:

Required:

- Bachelor degree or 2-3 years experience executing a wide range of marketing and communications tactics (i.e. social, SEM/SEO, email, media relations, print collateral)
- Strong graphic design and web skills; experience with Adobe Creative Suite, specifically Illustrator, Photoshop and WordPress
- Excellent oral and written communication skills, as well as advanced ability to proofread and edit
- Strong organizational, multi-tasking and time management skills

This is a part-time, work from home position. Average 8 hours per week, some weeks will be more, some less. Roughly 32 hours per month.

REPORTS TO: Executive Director and Communication Committee Chair

HOW TO APPLY: Please send resume, cover letter and three samples of your work to lydia@movefwdmng.org. We are not accepting phone calls.

Compensation: TBD