

### CAREER OPPORTUNITY

**Title:** Communications Coordinator **FLSA Code:** Exempt; Full-time

**Location:** Breakthrough Men's Center 402 N. St. Louis Avenue Chicago, IL 60624

#### We are Breakthrough:

Breakthrough fosters the development of the community by building healthy relationship networks, growing the skills of the men, women and children, and promoting the transfer of wisdom to our younger generation.

#### Position Summary:

The Communications Coordinator performs various tasks including but not limited to:

- Support the creation and implementation of annual communications plan, which includes social media, monthly newsletters, and all constituent communication
- Create and edit all content for print appeals, e-communications (social media and online newsletter), blogs, events, and other communications to engage all Breakthrough audiences (donors, volunteers, participants, EGP residents)
- Oversee social media strategy and implementation
- Enhance Breakthrough's local and national reputation through securing media placements in print and digital news outlets
- Capture images of programs to be used in marketing materials, newsletters, and social media
- Oversee creation and implementation for marketing tools including brochures, newsletters, special reports, annual reports, fact sheets, program booklets, and website content
- Oversee website redesign, blog creation and then managing content updates to the website
- Serve as Communications point-of-contact inside the organization to keep all parties informed
- Assist with external presentations and equip Breakthrough staff to communicate effectively by providing story materials and coaching
- Spearhead communications analytics and provide regular reports to larger development team
- Maximize our online visibility by ensuring that Breakthrough consistently rises to the top of search results, and that a steady stream of traffic regularly flows through our websites
- Manage additional Fund Development projects as assigned



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144  
FAX: (773) 722-1434 www.breakthrough.org

**Educational/Experience Requirements:**

Minimum of Bachelor's Degree in journalism, marketing/advertising or a related field is preferred; minimum of 5 years professional marketing/communication experience. Experience with Adobe Creative Suite 6 including InDesign, Dream Weaver, Illustrator and Photo Shop Expertise with object oriented programming preferred; Open Source (PHP) and Proprietary (ASP). Experience in web focused code and application development preferred. Photography experience a plus.

**Compensation/Benefits:**

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

**To Apply:**

Send/email/fax cover letter, resume and a writing sample that highlights your storytelling abilities to:

Breakthrough Urban Ministries  
Attn: Human Resources  
402 N. St. Louis Avenue  
Chicago, IL 60624  
E: [acesario@breakthrough.org](mailto:acesario@breakthrough.org)  
Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.