TITLE: Communications Manager (Part Time, Remote)

REPORTS TO: Cindy Ogrin, Director of Marketing and Development

SUMMARY:
The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a creative and self-motivated Communications Manager who will support marketing and communications efforts for ICAAP’s members and programs (including health equity, immunizations, early childhood, and mental health) to join our motivated and impactful team. The Manager will manage projects including design of reports, toolkits, and infographics; develop and implement organizational and program communications campaigns; and will create content for social media and the ICAAP website. Desired candidates will bring imagination and fresh ideas, have the ability to multi-task and meet production deadlines, and have an understanding of health literacy. The Manager will work 20-30 hours per week; while hours are generally flexible, they must be available during ICAAP’s core working hours of 10:00-2:00.

ICAAP is a 501c3 organization that seeks to promote and advocate for optimal child, youth, and family well-being, and access to quality healthcare. Consisting of 2,000 members across Illinois, ICAAP works to improve child and family health through the development of education to meet the needs of pediatric healthcare providers, connecting pediatricians to resources in their community, and advocating for policy and systems change to address the needs of children, families, and health care providers. To learn more about ICAAP projects and initiatives, visit IllinoisAAP.org.

RESPONSIBILITIES:
The Manager will create beautiful, engaging materials that tell our story, make our programs successful, and inspire and inform our members and stakeholders. The Manager will develop and implement communication strategies for projects and members and manage the creation and implementation of digital and print deliverables.

The primary duties of the Manager include but are not limited to:

- Work within the ICAAP brand to create a wide variety of print and digital project deliverables and promotional/fundraising materials including documents, reports, toolkits, presentations, posters, brochures, and graphics for all ICAAP programs
- Develop program, membership, and fundraising campaigns, tactics, and messaging; participate in brainstorming and strategy discussions
- Collaborate with Program Directors and other stakeholders to understand the needs of a given project
- Manage ICAAP email communications, including ICAAP’s weekly digital newsletter
- Manage submissions and coordinate design, printing, and mailing of Illinois Pediatrician, our bi-annual magazine
- Create graphics and posts for ICAAP social media; update ICAAP websites
- Communicate with and manage graphic design and print vendors, including planning, quotes, and contracting
- Manage multiple projects from concept through completion and make sure work is completed on schedule
QUALIFICATIONS:

- Four to five years of relevant experience in marketing, communications, or a related field OR a bachelor’s degree plus two years of relevant experience
- An applicable understanding of marketing best practices and a hunger to keep up with the latest trends, technology, and effective practices
- Familiarity with and understanding of best practices regarding social media and WordPress; some experience with graphic design preferred
- Organized and detail-oriented with a strong creative eye and attention to detail
- Flexible, adaptable, and able to manage multiple projects and priorities
- Interest in childhood health, public health, and/or health equity and a commitment to ICAAP’s values
- As of September 1, 2021, all employees must provide proof of up-to-date (full series and recommended boosters) COVID-19 vaccination status

Not sure you meet 100% of our qualifications? We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. If you believe that you could excel in this role, we encourage you to apply.

SALARY AND BENEFITS: This part-time (20-30 hours per week), non-exempt position offers a competitive hourly rate of $24-28 based on experience and education, organizational budget, and availability of grant funds.

ICAAP offers a competitive salary and benefits package and the opportunity to work with a small, collaborative, and dedicated team.

- Generous time off policies including up to 27 days of PTO and 13 paid holidays during your first year (prorated based on part-time hours worked)
- Remote setting and a flexible work schedule to ensure work-life balance
- Eligibility for regular cost of living increases, work from home stipends, and occasional bonuses
- Commitment to professional development and opportunities for growth within the organization
- Reimbursement for any mileage traveled on ICAAP business

WORK ENVIRONMENT: This part-time position will work 20-30 hours per week depending on weekly deadlines and project needs. Specific days and hours will be determined upon hire, but all applicants should be prepared to be available during ICAAP’s core working hours of 10:00-2:00 at least four days per week. This position is fully remote, but work must be performed in Illinois. Other daily work hours are flexible. Staff will receive laptops and all equipment necessary to complete their assigned responsibilities.

TO APPLY: Please send a single PDF document containing your resume and cover letter to jobs@illinoisaap.com with “Communications Manager” in the subject line. No phone calls please.

ICAAP is proudly committed to recruiting and retaining a diverse and inclusive workforce. As an Equal Opportunity Employer, we never discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, gender expression, age, status as protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We are committed to providing a welcoming and inclusive environment for all our staff members and welcome applications from anyone who is interested in joining our team!