

# Chicago United



Chicago United is a 56-year-old corporate membership organization, advocate, and thought leader committed to advancing multiracial leadership in corporate governance, executive level management and in growing minority businesses.

Chicago United seeks a Marketing Communications Specialist to join our team. The prime candidate is an extremely organized, creative individual with a strong foundation in communications and a passion for enhancing diversity, equity and inclusion in the workplace. This position reports to the Vice President of Marketing and Communications.

## **Position Description – Marketing Communications Specialist**

The Marketing and Communications Specialist supports all marketing, communication, editorial and public relations initiatives that promote Chicago United's work to advance multiracial leadership in business. This position maintains all digital marketing platforms and supports the production of collateral for our programming, member communications and special events.

### **Key Responsibilities**

- Create and implement social media campaigns to increase visibility of Chicago United's mission and work.
- Produce creative social media content for all of Chicago United's channels using content, photography, animation and video.
- Must be able to develop and maintain editorial calendars for social media.
- Collect data and compile monthly reports for social media analytics.
- Research outlets to source industry news and Member Company news.
- Collect content and provide maintenance for organization's website.
- Assist in the production of collateral materials for Chicago United's programming, including but not limited to brochures, PowerPoint presentations, signage, handouts, and summaries.
- Provide photography and video of Chicago United programs and events, as requested, for publication on social media, website and in newsletters.
- Thoroughly proofread all print and digital materials prior to release.
- Maintain digital photo, video and media archives.
- Assist the Vice President of Marketing and Communications as required.

### **Skills/Qualifications**

Bachelor's degree with a minimum of 3-5 years' experience in journalism, marketing, corporate communications or public relations and proven ability to manage diverse marketing activities. The ideal candidate must be exceptionally detail-oriented and able to function in a fast-paced environment. Excellent oral and written communication skills are essential. Must maintain a level of professionalism, able to engage with senior-level and C-Suite executives. Must maintain deadlines and demonstrate the ability to prioritize and coordinate projects efficiently, sometimes under pressure. Exceptional writing, proofreading and editing skills are required (writing samples will be requested). The candidate must have strong knowledge of MS Office Suite, Adobe Creative Suite, Canva and WordPress as well as demonstrated success creating social media campaigns. Ability to learn and utilize additional technical platforms will be required. Knowledge of The Chicago Manual Style as well as video production and photography a plus.

Interested candidates should submit resume and cover letter to [HumanResources@chicago-united.org](mailto:HumanResources@chicago-united.org) Please indicate position title in subject line.