



### **Faith in Place Job Announcement**

Title: Communications Coordinator (Full-Time, Exempt)

Annual Salary: \$40,000 and full benefits package

Reports to: Communications Director

### **Position Description**

Faith in Place is a multifaith, environmental nonprofit (501c3) organization. Our mission is to empower Illinois people of all faiths to be leaders in caring for the Earth, by providing resources to educate, connect, and advocate for healthier communities.

Faith in Place organizes faith leaders, groups, and members to make a positive environmental impact by starting and coaching Green Teams. Green Teams are three or more members of a house of worship who provide cooperative leadership to educate, connect, and advocate for environmental programs and consciousness within the context of their faith community's unique culture, history, and theological practices. Green Teams are trusted messengers, mobilizing their fellow faith community members for environmental action. Faith in Place's vision is to be actively coaching Green Teams spread across Illinois, reflecting the state's racial, ethnic, language, socio-economic, geographic, and faith diversity. Supporting each other, Green Teams and people of faith lead the environmental movement toward justice.

Faith in Place's Communication Coordinator will work with the Communications Team to support staff outreach efforts, the development team, and lead the way in designing new ways to educate and advocate digitally.

This position will utilize design, social media, presentation skills, blog writing, emails, virtual advocacy platforms, and more to connect the audience with the tools they need to advocate for a healthier and more just future.

The Communications Coordinator will also provide support to the Faith in Place Action Fund, a separate 501c4 nonprofit organization. The Faith in Place Action Fund raises memberships and motivates lobbying for environmental justice at the Statehouse in Illinois. The Faith in Place Action Fund uses a number of tools to hold candidates and elected officials accountable to

create more environmental justice jobs in Illinois. These tools include grassroots lobbying, legislator scorecards, questionnaires, interviews, and candidate endorsements.

## Responsibilities

- Collaborate with the Communications Team to accomplish the following:
  - Design and schedule engaging social media content to educate audience and support outreach efforts
  - Maintain updated, informative, and engaging website including through the creation of valuable blog posts and education collateral
  - Design and send emails including monthly newsletters, action alerts, and event reminders
  - Design flyers, mailings, social media graphics, etc. as requested by outreach staff
  - Support C3 and C4 education efforts through webinar planning, design, and outreach
  - Support the design of ad campaigns on Facebook and other online platforms
  - Support grassroots advocacy through email campaigns, policy brief and petition creation, social media guide, and participation in lobbying efforts
  - Support the development and execution of large Faith in Place events throughout the year including: Green Team Summit, Annual Fundraisers, Spring Vigil, etc.
  - Draft and distribute press releases and media advisories, as requested. Maintain updated press contact list.
  - Provide Zoom and tech support to outreach staff as requested for virtual events
  - Maintain updated and accurate database (Faith in Place utilizes Every Action)
  - Track communication analytics for weekly and quarterly reporting
  - Attend and participate in internal team meetings and external network and committee meetings, as assigned by the Communications Director
  - Other responsibilities as assigned by the Communications Director

## Qualifications

- Required Qualifications:
  - Passion for environmental issues and economic/social justice
  - Strong written communication skills especially for blogs, social media, emails, and appeal letters
  - Ability to effectively communicate with individuals from a wide variety of backgrounds, religious, and political beliefs
  - Demonstrated experience in effectively collaborating with a diverse team
  - Strong organizational ability and experience in meeting established goals within tight time frames
  - Graphic design skills and ability to use Canva for the creation of social media, website designs, etc.

- Ability to draft and distribute press releases and advisories and build press contact lists
- Excellent technical skills especially related to Microsoft Word, Zoom, Wix and Square Space, and databases
- Ability to work remotely and has smartphone (stipend support provided)
- Preferred Qualifications:
  - Bachelor's degree
  - Experience in climate or environmental communications, grassroots organizing, and/or participating in a faith community
  - Knowledge around Faith in Place program areas like climate change, sustainable food and land use, water preservation, and advocacy
  - Spanish language proficiency, written and verbal

### Hours

This is a full-time Exempt position.

### Additional Benefits

A comprehensive benefits package is offered to full-time employees of Faith in Place. These benefits, with some employee contributions, include medical, dental, vision, life, and short-term and long-term disability insurance, employer matched SIMPLE IRA plan, and transit withholding, which begin the first of the month following employment. Up to twenty paid vacation days, two paid personal days, and two paid sick days will begin after 6 months of employment. Monthly cell phone stipend and, during the work-from-home Faith in Place policy because of the pandemic, an internet stipend is also provided along with a \$500 one-time payment to help with home office needs.

### Anti-Discrimination Policy

Faith in Place is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital or parental status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training. **Persons of color and LGBTQ candidates are encouraged to apply.**

### To Apply

Please submit a cover letter, resume, writing sample to Elena Bettis, Communications Director, at [elena@faithinplace.org](mailto:elena@faithinplace.org).

Posting Date: March 26, 2021. Application will be accepted until the position is filled.