



Job Title: Communications Coordinator

Reports to: Marketing and Communications Manager

Status: Exempt, Full-Time

Location: Evanston, IL

POSITION SUMMARY

The Communications Coordinator will contribute to the development and execution of marketing and communication projects and initiatives, while assisting with the development of new ideas and tactics aligned with Alpha Phi Foundation’s communication goals.

Alpha Phi Foundation is comprised of a small and dynamic team, and to ensure organization success, the Communications Coordinator has working relationships with every staff member.

RESPONSIBILITIES AND DUTIES

- Collaborate with Alpha Phi Foundation team to develop and maintain a social media strategy with the objective of growing brand awareness and communicating impact
- Work closely with Alpha Phi Fraternity’s Marketing team to identify areas for collaboration and implement the joint communication strategy
- Write and copyedit Foundation impact stories, announcements, and other content for online and print projects
- Coordinate daily social media management
- Implement timelines for social media assets
- Assist in the creation of content calendars that support Alpha Phi campaigns and initiatives
- Provide support for events like donor events, Leadership Conference & Convention

Assist with various projects and other duties, as needed

EDUCATION & QUALIFICATIONS

The Communications Coordinator will be a self-motivated, creative, and performance-driven individual with a bachelor’s degree and at least 2 years of related work experience. An ideal candidate for this position will possess the following qualities and attributes:

- Experience in Adobe Creative Suite, Mailchimp, WordPress, and graphic design preferred
- High proficiency with Microsoft Office Suite
- Demonstrated excellent writing and editing skills across a range of mediums, from webpages and press releases to social media, blogs, etc.
- Ability to manage multiple projects, prioritizing to meet deadlines
- Up-to-date knowledge of digital and social trends
- Ability to work both collaboratively and independently
- Exceptional interpersonal skills and a commitment to representing Alpha Phi Foundation with enthusiasm, warmth and professionalism

Alpha Phi membership preferred, but not required.

HOW TO APPLY

To apply for this opportunity, visit the Careers page at www.alphaphifoundation.org/careers. Cover letters may be addressed to Lizzie Hineman, Marketing and Communications Manager, and should speak directly to your experience and interest in working with Alpha Phi Foundation.

Alpha Phi Foundation is an Equal Opportunity Employer.

About Alpha Phi Foundation

Founded in 1956, Alpha Phi Foundation is a nonprofit organization whose mission is to advance women's lives through the power of philanthropy. The Foundation is the philanthropic and educational partner of Alpha Phi International Fraternity. Through contributions from individuals and chapters, the Foundation funds programs and initiatives focused on five areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. Learn more at www.alphaphifoundation.org