



refugeeone.org

COMMUNICATIONS MANAGER

Job Posting

May 2022

Organization

RefugeeOne, located in Chicago's West Ridge neighborhood, has a national reputation for its success in helping refugees fleeing war, terror, and persecution to build new lives of safety, dignity, and self-reliance. RefugeeOne has a remarkably diverse staff of 60+ people who collectively speak more than 30 languages. RefugeeOne has been resettling refugees in the Chicago area since 1982, most recently including Afghans and Ukrainians fleeing war. For more information, visit refugeeone.org.

Position

As our Communications Manager, you will strategically raise RefugeeOne's profile and build community support through media and communications. Reporting to our Director of Development, you'll engage people in our critical work through creative print, spoken, online, and media placements.

As our Communications Manager, you get to:

1. Coordinate RefugeeOne's multichannel communications to weave key messages and branding into all communications
2. Work with media to respond to their inquiries and place stories in strategic outlets
3. Share our story at speaking engagements and equip others to represent the organization as well
4. Help refugees share their stories with dignity, sensitivity and their continual consent
5. Regularly update the website and post weekly on Facebook and Twitter
6. Write a brief monthly e-newsletter
7. Solicit/write articles for a tri-annual printed newsletter
8. Work with videographer to create an annual film for spring benefit
9. Gather data, draft content, work with graphic designer, and publish an Annual Report
10. Interact with RefugeeOne's program staff to keep abreast of program activities in order to adequately convey programs, opportunities, and needs to donors, prospects, and volunteers.

This job might be for you if:

1. You have at least 5 years' experience in outwardly-facing professional roles representing an agency or in nonprofit fundraising.
2. You're curious and creative. You can absorb complex information quickly and craft ways to share it that inspire people to action.
3. You have honed your speaking and writing skills to inspire and engage individuals. You bring people in with a vision.
4. You understand how to echo messages across multichannel communications and get the most mileage out of stories and data.
5. You are organized, prepared, detail-oriented and able to juggle multiple projects with tight deadlines. You have strong critical thinking and problem-solving skills.
6. You establish and maintain good working relationships throughout the organization and with outside constituencies, including reporters.

7. You have a proactive, independent work style and strong computer skills, including Microsoft Outlook, Word, and Excel.
8. You have passion for RefugeeOne's mission to help refugees build new lives of safety, dignity, and self-reliance. You are excited about working with team members who bring experience from around the globe.

Work Hours: Full-time, flexible hours. Must be available some evenings and weekends for speaking engagements and special events. Some local travel required. Up to 2 days of Work from Home possible each week.

Salary & Benefits: Competitive salary and excellent benefits including fully paid health, dental, vision, short-term disability and life insurance.

Immigrants, refugees, and children of immigrants or refugees are encouraged to apply.

COVID-19 vaccination required.

To apply, please complete the form and upload your resume and 2-3 writing samples at <https://forms.gle/9RHXRzGbpZkqPy26>.

Questions? Email Jan Douglas at jdouglas@refugeeone.org. NO PHONE CALLS, PLEASE.

Next Steps. We will give priority review to candidates who submit by midnight on May 23, 2022 but will continue to review submissions until the position is filled. We plan to conduct initial interviews *virtually* on May 31 and June 1 and final interviews *in-person* on June 6.