



Communications Manager

JOIN OUR TEAM Interfaith Outreach is hiring a **Communications Manager**! This position plays an integral role in driving growth while implementing communications and marketing efforts, collaborates with key leaders to clearly articulate Interfaith Outreach's impact and creates content for use across all communications channels. If this sounds like your jam, read on and apply!

- ✓ Hybrid work schedule
- ✓ Compensation starts at \$57,410 - \$63,151
- ✓ Medical
- ✓ Dental
- ✓ Vision
- ✓ Life Insurance
- ✓ FSA
- ✓ 401(k)
- ✓ Nine paid holidays
- ✓ Generous PTO (starting at 21 days annually)
- ✓ Four weeks of paid leave for employees eligible for parental or medical leave

ABOUT US Interfaith Outreach is a human service nonprofit that strengthens our community by meeting basic needs and equipping families for ongoing stability. Our mission is to build a vibrant community where everyone counts and all sectors and systems work together for the good of all. We embrace diversity and are committed to promoting an inclusive environment across all types of difference. Inclusionary relationships are core to our role as an employer, service provider, partner and community leader. Learn more here: <https://iocp.org/about-community-outreach/our-vision/>

Our work environment is client centered, values driven, team oriented, fast paced, diverse, and focused on learning and professional development. We have a strong internal culture of collaboration and team support, and a deep commitment across staff to mission. Our team also has fun together!

WHAT YOU WILL DO

- Work in collaboration with department leaders to raise awareness and resources to support the mission and work of the organization.
- Writes, directs and creates branded, professional content for use across all communications channels with an emphasis on program communications -- translating organizational statistics and impact into powerful content.
- Collaborate across the organization to ensure carefully curated content is strategically shared across multiple channels including but not limited to e-mail, website, social media, grants and print materials.
- Manage projects for cross-departmental communications work to assist department managers in clarifying and articulating their marketing and communications needs to advance organizational goals and share across multiple communications channels.

- Manage organizational materials ensuring they are branded and saved in a consistent way.
- Coordinate editorial review process ensuring communications tasks are managed and deadlines are met across departments.
- Serve as an organizational brand manager; ensure that print/e-mail communications, advertising, social media, website, and collateral are on brand and meet accessibility standards; monitor other departments' adherence to brand guidelines.
- Serve as an organizational proofreader; review, edit content for external audiences.
- Monitor analytics to assess trends, translate metrics into actionable insights.
- Help implement annual plans and organizational strategic plan.
- Support Interfaith Outreach's mission, vision, values and commitment to diversity.

SCHEDULE This full-time, 40 hour per week position is hybrid with a majority of time working in our offices and a portion of the time working remotely. Regular hours will be during our business hours Monday-Friday. Occasional agency evening and weekend commitments may arise.

QUALIFICATIONS

Required

- Associates or Bachelor's degree in Communications, Marketing, Creative Writing, Journalism, English, Public Relations, or similar.
- Minimum of five years of experience in writing and content creation.
- A strong technical aptitude in Microsoft Office Suite.
- Experience and proficiency in writing for marketing & communications efforts (preferably nonprofit writing).
- Superior customer service and interpersonal skills while working collaboratively with the entire organization.
- Outstanding attention to detail.
- Ability to work independently with minimal direction and prioritize workload while juggling multiple projects to meet project deadlines.
- Ability to thrive in a fast-paced environment.
- Demonstrated cultural competence with a focus on inclusion.
- A commitment to advocating for people living in poverty and social justice work.

Preferred

- Professional, clear and effective written and verbal communication skills to people with varying levels of technical knowledge
- Nonprofit (human services) and For-profit (retail) experience a plus

**Interested candidates should submit a resume and cover letter to humanresources@iocp.org.
Candidates are considered as submissions arrive. Position is open until filled.**

Interfaith Outreach values a diverse work environment.
People of color and people from other underrepresented communities are strongly encouraged to apply.
Interfaith Outreach is an Equal Opportunity Employer.