



## Development and Communications Coordinator

*Do you believe everyone should have good health care?*

*Do you enjoy creating posts for social media?*

*Would you like to learn more about managing a customer database?*

*Are you someone who has great attention to detail?*

The Development & Communications Coordinator at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

### The Opportunity

CommunityHealth seeks to hire a full-time Development and Communications Coordinator. Under the supervision of the Senior Development Manager, the Development & Communications Coordinator leads donor database management, direct mail fundraising appeals, and social media/digital communications for CommunityHealth.

### Responsibilities

#### **Fundraising:**

- Lead production of direct mail and online fundraising campaigns
- Manage all steps of gift/donation handling
- Maintain the donor database to ensure accuracy of information and maximum functionality, and generate fundraising reports as needed

#### **Development/Finance Reconciliation:**

- Reconcile monthly and year end reports with the Director of Finance and Administration

#### **Communications:**

- Create online outreach and promotion using Facebook, LinkedIn, Twitter, Instagram, Constant Contact (email), Canva, Adobe Premiere, and other digital tools/networks as needed
- Monitor social networks to generate and engage in active dialogue
- Track digital communication metrics and update reports
- Write blog posts for CommunityHealth
- Update/maintain website content

## Qualifications

- At least 1-2 years of relevant work experience
- Strong organizational and time management skills required, with outstanding attention to detail
- Proficiency with Microsoft Office (including Word, Excel, Powerpoint, and Outlook) and social media platforms
- Comfort learning new digital platforms/tools
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

## Compensation

- The starting salary range for this position is \$36,000-\$41,000, dependent upon experience.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

**To apply: Interested candidates should submit a resume (NO PHONE CALLS) to: [amoores@communityhealth.org](mailto:amoores@communityhealth.org)**

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates and BIPOC individuals are strongly encouraged to apply.

*NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).*

## About CommunityHealth

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more!](#)