

PREVENTION FIRST

Communications Specialist

POSITION SUMMARY

The purpose of this position is to develop creative design concepts, graphics and layouts for organizational publications, professional development materials, and social marketing campaigns. This position also performs professional level technical and administrative tasks to assist in the development of written content for all publications, marketing materials and other editorial projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop new and creative design concepts, update existing designs, develop digital media within agency brand for marketing and program materials utilizing graphic design software.
- Assists in research and development of engaging and accurate health promotion materials, public awareness campaigns, and resources; stays up to date on all relevant industry trends; uses best practices for health promotion planning and development for diverse audiences.
- Assists in research and development (copy writing, editing, design, production, layout, graphics and distribution) of agency publications; Prepares and proofreads a variety of data, documents, reports, and correspondence.
- Assists in the strategic planning and management of the agency website; includes content updates, design, structure, and analytics.
- Assists with the management of agency/program/campaign social media channels. Creates content that promotes audience interaction and increases traffic to the agency website. Monitors digital impact – web and social media channels.
- Assists in creating production schedules; coordinate project parameters and timelines with other staff and print vendors; assists in developing printing bids and coordinates advertising and distribution of bid opportunities; acts as a liaison with print vendors on production issues.
- Performs related administrative tasks; maintains and updates organizational style guide; photographs activities at conferences, training and other related events.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Operates basic office equipment including a phone system, computer, fax machine, copier, and related machinery; utilizes various computer programs including Microsoft Office Suite, Adobe Creative Cloud and related programs including website content management system.

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POSITION QUALIFICATIONS AND REQUIRED EXPERIENCE

Bachelor's degree in Journalism, Communications, English, Graphic Design or related field with a minimum of three years' experience in writing and editing publications and performing related tasks; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DESIRED SKILLS AND ABILITIES

- Attention to Detail – Ability to achieve thoroughness and accuracy when completing a task.
- Creative - Ability to produce new concepts, ideas and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Experience with designing and implementing Communication Campaigns.

ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services through the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- 401(k) plan (eligible after 90 days, vested after 1 year)
- Medical, dental & vision

This is a full-time, FLSA exempt position, reporting to the Director of Communications. This position is based in Chicago or Springfield, with the option to work from home. The starting salary is \$52,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other unique characteristics that make us different.

APPLICATION

Please e-mail your cover letter and resume to humanresources@prevention.org. **Deadline to apply is Friday, May 20, 2022.**