

Northern Seminary
Position Description

Title: Marketing and Communications Coordinator

Department: Operations

FLSA Status: Full-Time

Reports to: Director of Operations

The Communications & Marketing Coordinator coordinates, implements and manages the communication and marketing activities of Northern Seminary. The person in this position will oversee and maintain visual design standards, electronic communication, social media and ongoing operation of electronic resources, and strategically encourage growth through communications and marketing. The Communications and Marketing Coordinator ensures Northern Seminary brand standards and brand continuity are met by way of visual design and messaging.

Responsibilities

Coordinate web presence and user interface for all Northern Seminary websites on multiple Content Management Systems platforms, upload resources and provide updates to frontend web design.

Implement and manage all marketing and communications for events and initiatives, and coordinate technology, videography, and photography needs.

Responsible for the project management of all primary Northern Seminary communications devices (electronic and print) to the various constituencies.

Utilize social media platforms and tools to manage and promote Northern Seminary's social media presence.

Writes, edits and reviews impact articles for email, online and print distribution.

Manage overall fulfillment of media and speaking requests, podcasts, Facebook live, etc.

Assist in the development and management of the budget for all communications and marketing projects.

Responsible for the overall design of organizational reports, including the annual report.

Establish measurable goals and metrics and prepare marketing reports and analysis, including interim progress updates and recommendations for improvements.

Qualifications

Supportive of Northern Seminary's mission and core values.

Bachelor's degree in Marketing, Communications or Graphic Design required.

A minimum of three (3) years of marketing, advertising, communications experience preferred.

Professional and positive approach, self-motivated team player, dynamic and creative.

Detail-oriented self-starter, with effective time management skills to prioritize tasks, manage multiple competing projects, and meet long and short-term deadlines.

Excellent public relations and communications skills.

Proficiency in the use of technology, database management systems, and related communications support software, including PowerPoint, Excel and Word.

Demonstrates strong oral and written communication skills including the ability to clearly present recommendations and ideas to summarize complex issues.

Working Conditions

Office environment – ability to work in a fast paced and stressful environment

May be sitting for long periods of time

Use of computer – may be looking at computer screen for long periods of time

Must be able to lift more than 10 pounds

Must provide own form of transportation

Equal Opportunity Employer/Statement of Faith:

Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.

Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.

Applicants should email a cover letter and resume, describing the candidate's experience as relevant to the position. Applications will be reviewed on a rolling basis and will continue until the position is filled.

Northern Seminary
Pam Sheldon
psheldon@seminary.edu
410 Warrenville Road
Lisle, IL 60532
630.620.2188