



Position Title: Communications Coordinator

Hours: 6-10 hrs/weekly. Schedule and hours are flexible.

Pay range: \$17-19/hr.

Location: This is primarily a remote position with some occasional in-person meetings as needed within or near Grayslake, IL.

Job Summary: The Prairie Circle Unitarian Universalist Congregation (PCUUC) seeks a creative content developer skilled in social media communications and the ability to work collaboratively with a range of people and personalities to serve as their Communications Coordinator. The Communications Coordinator is responsible for ensuring that PCUUC's website and social media platforms are updated and promote current activities with an emphasis on communication outreach and expanding to new audiences. This position is a key member of the leadership team and plays an important role in the presentation of PCUUC's public face and voice, ensuring that PCUUC's humanist and social justice missions are well represented in our community and surrounding region. This is a new position for PCUUC so the right candidate will help define the role.

Core Functions: The Communications Coordinator will work collaboratively with the Minister, Staff, Board of Directors and designated Committees in maintaining and enhancing all means of internal and external communications, with an emphasis on developing a strong and creative social media presence and consistent images and messages across multiple platforms. This position is central in new organizational efforts to develop original digital and visual content that represents the values, principles, and activities of PCUUC to a broader audience. In addition, this position works closely with the PCUUC Board, Minister, Congregational Administrator, and the Membership Team in providing friendly and consistent communication with our congregational members and new visitors.

Required Competencies: This position requires a person with: highly developed creativity; a collegial working style; good personal judgment for appropriate standards of confidentiality; detail oriented; strong verbal, written and digital communication skills; strong time management skills; and comfortable working independently as well as part of a team, strong ability to multi-task, to work with volunteers and to take initiative and fill gaps. Computer proficiency is essential, with skills in a range of software needed for effective written and visual communication, including photo and video editing. Proven experience across multiple social media platforms.

Prairie Circle Unitarian Universalist Congregation

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Preferred skills: An ideal candidate would demonstrate the capacity to create, execute, and maintain a social media campaign in collaboration with stakeholders that drives interest in congregational activities and events through innovation and initiative. Some combination of interests and experience in non-profit organizations, Unitarian Universalist or other progressive religions and/or social justice organizations is desirable. Strong artistic and design abilities or sensibilities preferred. Marketing experience is a plus.

About Us: Prairie Circle Unitarian Universalist Congregation (PCUUC) is a warm, friendly, open-hearted community with a strong commitment to human dignity, respect for a diversity of experiences and perspectives, and values caring for others and for the environment. Our congregation is inclusive and affirming of the LGBTQ+ community and has active social justice commitments. We do not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services and is an equal access/equal opportunity/affirmative action employer. Additional information is available on our website at www.prairiecircleuuc.org, including a detailed job description.

To apply: Send your letter of interest, along with your resume and a small portfolio of relevant written, visual, or digital communications to PrairieCircleUUC@gmail.com.