



Creative Communications Specialist (Full-Time)

Morton Chamber of Commerce/ Morton Economic Development Council (EDC)

We are looking for a Creative Communications Specialist to execute and oversee content strategy, manage platforms for events and programs outreach engagement and align data for business growth and community impact. This position will develop and distribute content through various internal and external channels and manage partner relationships. Updating and creating publications for our online, offline communications, websites and social media content will be an important part of the job. The role will track and analyze data for how to inform our network and provide impact measurements. The ideal candidate for this position has creative vision, effective process and project management, content development skills, data analysis, collaboration desire and strategy and ability to see the big picture for aligning content and data to engage and impact our networks.

Creative Communications Specialist is 75% Chamber of Commerce and 25% EDC focused on executing and managing content, marketing and data strategy along with communications through internal and external channels to elevate the mission of our organizations.

This position is under the direction of the CEO/Executive Director to perform the following essential job functions:

- Develop and implement communication strategy, both internal and external for Chamber and EDC
- Manage marketing contracts and build partner relationships
- Budget management for marketing materials, programs and strategies
- Create and administer content for newsletters, communication strategy and social media platforms
- Content updates to website and provide dashboard reports to CEO, team and Board of Directors
- Develop member marketing and outreach materials
- Provide market research campaign results
- Coordinate event and program registrations
- Create press releases and media outreach
- Develop and manage brand strategy for Chamber, Pumpkin Festival and EDC
- Assist in planning and hosting the annual Pumpkin Festival
- Other key elements for success may be assigned

Desired Qualifications:

- 2 - 4 years' experience working communications or marketing
- Degree desired in Communications, Graphic Design, Marketing or related field
- Experience in social media content management, platform capabilities
- Understanding of App development to manage community app platform
- Proficient in AP style word press and data analytics
- Proficiency with Microsoft office, Constant Contact, Adobe Suite, Canva and CRM program (Chamber Nation)
- Strong organizational, communication with oral and written with excellent eye for detail
- "Power User" of social media sites
- Willing to be a team player in a small office environment

Job Type: Full-Time, 40 hours/week

Flexible schedule for Office and Remote, align with team members to be effective

Salary Position: 21.50 – 22.50, depending on experience

Benefits:

- Holidays: 12 plus time off between Christmas and New Year's Eve and Birthday Day off
- Health benefits available, IRA 3% company match, vacation time, PTO days and cell phone expense
- Paid Vacation Time: 40 hours (first year, post 90-day review)
- 90-day review period

HOW TO APPLY

Candidates should apply with resume, cover letter and employment application: download at www.mortonchamber.org or www.mortonedc.org

Send to:

Morton Chamber of Commerce/EDC

Email: info@mortonillinois.org

Office: 415 West Jefferson Street, Morton IL 61550

Deadline to apply: Friday December 3, 2021