

## CAREER OPPORTUNITY

**Title:** Associate Director of Communications

**FLSA Code:** Exempt; Full-time

**Location:** Breakthrough Men's Center 402 N. St. Louis Avenue Chicago, IL 60624

### We are Breakthrough:

Breakthrough partners with those affected by poverty to build connections, develop skills, and open doors of opportunity. Breakthrough is intentionally located in and works alongside residents in East Garfield Park. Each year, Breakthrough has the opportunity to work with over 6,000 local residents and their families.

### Position Summary:

The Associate Director of Communications will develop, manage, and execute a coordinated and effective marketing and communications program involving digital, print, and media communications both internal and external to Breakthrough.

The Associate Director will serve as a project manager role and support a dynamic team in executing communication annual goals. This role is responsible for project details, communication, execution, production and quality assurance; and collaborates with teams across the organization to deliver a high-quality output on time and within budget. This role also directs projects of all types, including: project plans; timelines; task assignments; budget tracking; cultural competency; resourcing; quality control; production; and reporting. They partner with the Director of Development and Communication to provide a big picture overview of all creative workflow, in order to ensure strategic cohesion across Breakthrough.

Additional responsibilities include supporting all efforts of the development team as needed, including but not limited to the following:

- Design, develop, and lead the execution of all internal and external communications in partnership with the communications team. This includes social media, public relations, donor communications, events, program marketing, and special projects
- Collaborate with team members and departments to identify needs, solutions and plans, taking the time to educate all stakeholders to increase knowledge share
- Generate and collaborate on content and messaging for participant and supporter engagement
- Manage quality control process from start-to-finish and review all creative work prior to release, both internally and externally
- Serve as communications point-of-contact to keep all parties informed and provide relevant information on communication strategy
- Equip staff and Board with messaging and materials to communicate the mission of Breakthrough
- Ensure strategic alignment of all communications pieces across the organization and that these pieces accurately reflect the Breakthrough brand
- Additional projects as assigned



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144  
FAX: (773) 722-1434 www.breakthrough.org

**Educational/Experience Requirements:**

Minimum of Bachelor's Degree in journalism, marketing/advertising or a related field is preferred or lived experience equivalent; 3-5 years professional marketing/communication experience, non-profit experience a plus

**Compensation/Benefits:**

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

**To Apply:**

Send/email/fax cover letter, resume along with writing sample to: Breakthrough Urban Ministries

Attn: Human Resources

402 N. St. Louis Avenue

Chicago, IL 60624

E: [acesario@breakthrough.org](mailto:acesario@breakthrough.org)

Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position.

Breakthrough is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.