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815 W. 63rd Street, 2nd Floor, Chicago, IL 60621 • Phone: (773) 488-6600 • Fax: (773) 488-6601 •
www.teamworkenglewood.org • www.englewoodportal.org

Teamwork Englewood Marketing Associate

The Marketing Associate role is a part of the administrative support team for Teamwork Englewood that will lead marketing strategies for the organization. This individual is responsible for strategy development and implementation of community outreach, media relations, non-Development marketing, and a variety of special projects within the purview of the Executive Officer. The role will also manage our community platform “Englewood Portal”, organization website, and social media channels. The role will work closely with our Development Associate in fundraising and media content. This role reports to the Executive Director.

DUTIES & RESPONSIBILITIES:

- Support development and implementation of a comprehensive outreach strategy for Teamwork Englewood programming, this includes street and digital marketing
- Collaborate with all program staff and departments on needed outreach and marketing tools to grow visibility and community engagement/participation
- Develop internal and external marketing and communication materials for the organization, this includes creating flyers for events, supporting the creation of FAQ sheets, and office literature
- Revamp and maintain the Englewood Portal
- Edit and update the organization website regularly
- Lead coordination and implementation of social media content
- Take the lead on variety of projects within the purview of the Executive Officer on organizational outreach goals
- Develop and maintains public relations to increase the visibility of programs, services, and activities within the Club and communities
- Maintains research and best practice on marketing strategies to help with impactful engagement this may include health marketing, public safety marketing, and community engagement
- Will work with Development Associate on fundraising marketing events and campaigns to help increase funding and donations
- Will work with our program participants for specialized participant engaged social media
- Will complete reports on reach and engagement, and develop recommendations for ongoing strategies based on this data
- Capture video and photography to be used in our marketing strategies



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Knowledge/Skills Required

- Bachelors Degree from an accredited college or university.
- A minimum of five years experience in communications, marketing, and/or social media
- Strong communication skills, both verbal and written
- Foundational marketing skills; Proficiency in social media and graphic design are a plus
- Strong organizational skills and attention to detail
- Group leadership skills, including understanding of group dynamics
- Strong knowledge of the Southside and the Greater Englewood community
- Comfortable speaking with a variety of stakeholders including young people, parents and community leaders

This position is full time, and is eligible for Teamwork Englewood's benefits, health insurance, dental insurance, life insurance, and paid time off. Access to a vehicle, and availability to work nights and weekends. Please send a cover letter and resume to employment@teamworkenglewood.org.

Salary Range: \$50,000-\$55,000