



**New Life Centers  
Communications and Marketing Director**

New Life Centers (NLC) provides intensive, community-based mentoring programs for youth ages 12+ in the Little Village, Humboldt Park and Brighton Park communities of Chicago. The target demographics of programs: gang-affiliated youth on probation, and at-risk youth referred through local schools and community agencies. Serving these two populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peace-makers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

**Position Summary:**

The Communications and Marketing Director is responsible for planning, organizing, and directing New Life Centers' communications strategies and materials. Responsible for the development of promotional materials and increasing awareness of Centers' work, goals, opportunities, and financial needs through its multiple communication platforms. This position is full-time, exempt and reports to the Director of Partner Engagement.

**Responsibilities:**

- Create and execute communication strategies for New Life Centers to support Centers' messaging for its multiple audiences. This includes:
  - Printed and digital communication pieces, publications, merchandise, and materials.
  - Website and social media platforms.
  - Relevant newsletters, statements, and letters.
  - Grant application content.
- Collaborate with the Partner Engagement Department and New Life Centers' staff to align external engagement for overall communication implementation and partner engagement.
- Incorporate community-centric communications strategy in alignment with New Life Centers values and goals, including implementing bilingual communication across all relevant platforms.
- Support communication efforts for special events and partner engagement initiatives.
- Edit and review content for grammar, punctuation, and tone.
- Direct and coordinate purposeful communication internships.
- Develop relationships with partners to align communications with New Life Centers varied audiences and cultivate ongoing relationships, involvement, and support.
- Conduct public appearances and speaking engagements as needed to share information about New Life Centers with the community and partners.
- Evaluate the success of communication methods for events and use analysis to recommend adjustments as needed to improve future efforts.
- Continue to investigate new ideas and methods for personal professional growth as well as partner engagement and communication goals.
- Ensure that all legal communications requirements are satisfied.

**Required Qualifications:**

- Must become a Mandated Reporter.
- Must pass a background check; No pending criminal cases or prior convictions for sexual assault, child abuse, or domestic violence.
- Must embrace and fully agree with the mission and statements of New Life Centers of Chicagoland.
- A work-style approach and commitment to maintaining amiable relations with staff, ministry leaders and the New Life Center's community of partners, helping to create a warm, safe, and hospitable culture.
- Bilingual preferred: Spanish & English

- GED or higher; with demonstrated experience in communications and/or development.
- Exceptional communication skills; ability to effectively communicate and listen to others.
- Demonstrated strength in writing and organizational skills.
- Team player, cooperative, and able to receive criticism in a loving way to improve processes and ministry.
- Strong interpersonal and relational skills.
- Ability to resolve conflict in a mature and restorative manner.
- Growing knowledge of volunteer and leadership development and encouragement.
- Have the desire to get out of the office and build external relationships.
- Be self-driven and proactive to initiate donor visits and fundraising calls; exhibit “follow through” on tasks and goals.
- Able to manage and adhere to confidential information and policies.
- Display a positive attitude, show concern for people and community, demonstrate self-confidence, common sense, and good listening ability.
- Basic level of skill set to use computer software, including Microsoft Office Suite (Word, PowerPoint, Excel, Publisher and Outlook), Apple based application and computing skills and Google Software Suite.
- Comfortable in creating presentations and providing direction for creation of videos and communication materials.
- Valid Illinois Driver’s License, valid insurance, and good driving record. May require travel.

**How to Apply:**

Please submit the following materials to Victoria App, [VictoriaA@newlifecenters.org](mailto:VictoriaA@newlifecenters.org):

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (2 Professional and 1 Personal, Email and Phone number included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, “Communications and Marketing Director” in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*