

Cornerstone Counseling Center of Chicago
Job Description for
Marketing & Communications Coordinator

Description:

Cornerstone Counseling Center of Chicago (CCCOC) is a full service psychological and counseling agency located just north of the Loop in Chicago. CCCOC's staff is made up of Master's and Doctoral level Christian professionals. CCCOC strives to reflect Christ's model as the Great Physician and serve as an agent of healing, providing psychotherapy, training, seminars and assessments to the adults, couples, children, adolescents, families, groups, churches and schools of all income levels of our local community. The Center's current operating budget is approximately \$700,000.

Major Responsibilities:

The Marketing & Communications Coordinator seeks to communicate the mission and vision of Cornerstone Counseling Center of Chicago to current and potential partners, donors and constituents. Major responsibilities of the position will include:

- Design, format, edit and mail quarterly newsletter.
- Develop new means of communicating CCCOC news to our readership, i.e. monthly e-mail updates.
- Maintain and create marketing materials to advertise CCCOC services.
- Prepare reports as needed to communicate status of CCCOC, including annual report.
- Network with professionals in the community to enhance the Center's visibility and referral base.
- Update and maintain website.
- Advertise and coordinate CCCOC fundraising and marketing events.
- Develop new marketing strategies to build awareness of CCCOC's work and events.
- Enhance the public image of CCCOC and increase its visibility in the community.

The Marketing & Communications Coordinator reports to the Executive Director and Director of Operations and works closely with the Board Chairperson of the Marketing & Communications Committee.

Qualifications:

Bachelor's degree required. Candidates should have a minimum of one year of experience in marketing and exposure to or participation in Christian ministry or service. Proficiency with Adobe Creative Suite, HTML and CSS required. Successful candidates will be strong communicators with excellent writing, verbal, interpersonal and high technical skills. Candidates should be well-organized, goal-oriented individuals with a high level of energy. Applicants must be comfortable in a fast-paced, collegial and entrepreneurial environment and able to function with a minimum amount of daily direction. This individual will be socially adept, deeply principled and will demonstrate a commitment to CCCOC's mission, goals and programs with the highest professional standards.

CCCOC offers a supportive, flexible and fun working environment, and the opportunity to make a significant difference in the lives of its clients. CCCOC is an Equal Opportunity Employer, willing to provide accommodations for persons with disabilities. For more information about the Center, go to www.chicagocounseling.org.

Salary: Commensurate with experience. Comprehensive benefits.

Last Day to Apply: June 20, 2010

To Apply: Send detailed cover letter with salary history, resume and example of marketing materials to:

Marketing & Communications Coordinator Search
Cornerstone Counseling Center of Chicago
1111 N. Wells Street, Suite 400
Chicago, IL 60610

Applicants may also use email: ckoonce@chicagocounseling.org ;

(Subject line: Marketing & Communications Position)

NO PHONE CALLS PLEASE.