



Position Description
Communications Coordinator
(Part-Time)

United Voices for Children is a coalition of congregations, agencies, groups, and individuals in the Northern Illinois Conference (NIC) of The United Methodist Church that speaks and acts on behalf of children, youth, and families in need.

United Voices for Children, founded in 1979, is dedicated to speaking and acting on behalf of children, youth and their families who lack the voice of an advocate. It nurtures and supports ministries of the Northern Illinois Annual Conference (NIC) serving these children and youth.

United Voices for Children serve as:

A catalyst generating support for the NIC (Health Network) and enlisting members in the local church to become advocates, trained to speak on behalf of children and their families in their communities.

A conduit through which information and resources can flow back and forth between congregations and child-serving agencies, generating ideas for new ministries and ways that local congregations can collaborate with the agencies in implementing their services to their constituents.

Hours: Part-time contract position (10-15 hours per week)

Direct Report To: President of the United Voices for Children Board

Salary: \$18 - \$20 per hour

Position Summary: The Communications Coordinator of the United Voices for Children works independently and collaboratively with the Board to develop a communications process that clearly expresses the vision and goals of the United Voices for Children. This work is accomplished through active print and social media platforms.

Responsibilities

- Communicate the vision of the United Voices for Children through active print and social media platforms
- Communicate information to UVC Board in a timely and clear manner.
- Maintain current rosters of UVC Board Members, contributing churches and their donations, and prospective contributors
- Arrange logistical details for meetings and programs; manage, and participate in all regular and called meetings of the board through conference calls, web-based platforms, or in-person gatherings
- Maintain an innovative and user-friendly UVC website; work with the Social Media Ambassador Coordinator on social media accounts; maintain up-to-date content across platforms that promotes UVC and an awareness of its child serving agencies and affiliates
- Promote UVC through Instagram and Facebook*
- Track UVC website traffic using digital marketing tools for program interest, program registration, and general external interest; respond to inquiries
- Monitor internal and external feedback from Website, Social Media platforms, and survey sources and communicate to the Board for data-driven decision making.
- Develop concise and creative UVC content for digital platforms and print pieces as needed
- Actively outreach to NIC churches and nurture a closer relationship to increase awareness of UVC
- Develop a roster of child advocates at the NIC churches who will serve as local spokespersons with special focus on increasing participation in the 5th Sunday Appeal; actively train advocates on the mission, vision, and programs of UVC

Education and Experience

- A college degree is preferred or equivalent experience.

Knowledge Skills and Organization

- Must be systematic and possess organizational, interpersonal and time-management skills
- Must be detail oriented and have good written, oral, critical, and analytical communication skills
- Must be able to work independently and in a team environment and respond quickly to changing priorities
- Must be proficient in MS Office (Word, Power Point, Excel), digital marketing and communication platforms, and email marketing software

Vacation and Travel Reimbursement: Not applicable

Interested parties should contact Rev. Tim Biel, Board President, at revbiel@gmail.com.

Rev. Original Approved by United Voices for Children Board: September 23, 2020

*added March 10, 2022