# Communication Coordinator

**Federal Work Study**

Erikson Institute, a graduate school in child development located in downtown Chicago, is seeking to hire a part-time hourly federal work study Communication Coordinator. Under the supervision of the Asst. Director of Communication/PR, this position provides routine support to the communication team. The communication team supports all communication to internal and external audiences for the graduate school, direct services and professional development.

**Roles & Responsibilities:**

Provides administrative support for the Communication team’s projects and programs.

Duties will include:

* Social Media: Assist with writing posts and developing content for Erikson’s social media platforms. Projects include pre-scheduling posts, engaging with followers, and researching content that engages Erikson’s social media audiences.
* Media/Public Relations: Assist with researching and maintaining press contact lists, tracking media hits, and brainstorming ideas for media pitches.
* Communications: Develop, write, and edit content as needed for communication materials such as e-newsletters, emails, and website copy.
* Research: Conduct and organize research on departmental initiatives, cross-departmental projects, and best practice marketing/communication techniques
* Tools and Systems: Assist in the creation and maintenance of tools and platforms such as Erikson’s Editorial Style guide, Mailchimp, as well as organizing and maintaining the department’s Design Resource repository, and other similar projects
* Collaboration and coordination with Marcom Project Manager and Marketing Team

**Qualifications:**

* Proficiency in use of Microsoft Office Suite, Excel, and social media platforms including Twitter, Facebook, Instagram, and LinkedIn
* Ability to meet assigned deadlines
* Accuracy and attention to detail
* Marketing, communications, social media, copywriting/content creation experience a plus
* Ability to work independently
* 4 year undergraduate degree minimum
* Must be a matriculated student or current active student in good standing

To learn more, please visit our web site at [www.erikson.edu](http://www.erikson.edu)

**To Apply:**

Please email a cover letter and resume to:

Monique Foster

Sr. Associate Director of Financial Aid

Erikson Institute

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email: mfoster@erikson.edu