

# PREVENTION FIRST

## Communications Specialist

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### POSITION SUMMARY

The Communications Specialist is responsible for content and graphic creation for professional campaigns and publications related to the public health initiatives of our organization.

### ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop new and creative design concepts, update existing designs, and develop digital media within the agency brand for marketing and program materials utilizing graphic design software (primarily Adobe Creative Cloud).
- Assists in research and development of engaging and accurate health promotion materials, public awareness campaigns, and resources; stays current on all relevant industry trends; uses best practices for health promotion for diverse audiences.
- Assists in research and development (copywriting, editing, design, production, layout, graphics, and distribution) of agency publications; Prepares and proofreads a variety of data, documents, reports, and correspondence.
- Assists in planning and implementation of the Communications Department's strategic plan.
- Assists with the management of the agency/program/campaign social media channels. Creates content that promotes audience interaction and increases traffic to the agency website. Monitors digital impact of web and social media channels.
- Assists in creating production schedules; coordinates project parameters and timelines with staff, consultants, and contractors as needed.
- Performs related administrative tasks; maintains and updates organizational style guide; photographs activities at conferences, training, and other related events.
- Demonstrates commitment to valuing diversity, equity, and belonging and contributing to an inclusive working and learning environment.
- Operates basic office equipment and presentation technology; utilizes communications and conferencing platforms (e.g., Zoom, Webex, Teams, etc.); uses best practices in all programs, including Microsoft Office Suite, Adobe Creative Cloud, and related programs, including website content management system.

### POSITION QUALIFICATIONS AND REQUIRED EXPERIENCE

Bachelor's degree in Journalism, Communications, English, Graphic Design, or related field with a minimum of three years experience in writing and editing publications and performing related tasks or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

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## DESIRED SKILLS AND ABILITIES

- Attention to Detail – Ability to achieve thoroughness and accuracy when completing a task.
- Creative - Ability to produce new concepts, ideas and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Experience with designing and implementing public awareness campaigns.

## ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services through the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA exempt position, reporting to the Director of Communications. This position is based in Chicago or Springfield, with the option to work from home. The starting salary is \$52,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other unique characteristics that make us different.

## APPLICATION

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to [humanresources@prevention.org](mailto:humanresources@prevention.org).