



# AEPi

## DEVELOPING LEADERSHIP *for the* JEWISH COMMUNITY

### **Communications Associate**

The Communications Associate will play a vital role in the growth and strategy of Alpha Epsilon Pi (AEPi). As AEPi's Communications Associate, you'll have the unique opportunity to help position the organization using a variety of mediums including social media channels, the website, emails, and more. This position reports to the Director of Marketing & Communications, and collaborates closely with the departments within AEPi and the AEPi Foundation. The Communications Associate will serve as a key member of the marketing and communications team - proposing, supporting, and developing content including videos, blogs, e-newsletters, emails, and printed materials, as needed. This is a remote position, with slight preference given to Chicago area applicants.

#### **Duties and Responsibilities:**

- Design and coordinate internal and external communications, including weekly articles, monthly newsletters, email marketing, social media, and event media
- Create timely and appropriate content for AEPi's social media channels, and liaise with the various departments to ensure appropriate messaging and tone
- Oversee the various social media accounts for the fraternity including managing interactions with followers, designing graphics, and establishing a social media calendar.
- Balance proactive management of marketing and communication efforts with more urgent pivots to address real-time developments
- Assist with management of aepi.org
- Ensure branding standards are consistent across all material
- Edit digital content including photos, videos, and other promotional materials
- Maintain and utilize digital image/photo archive

#### **Skills and Abilities:**

- Excellent oral and written communicator, with fluency in written and spoken English
- Proficient in editing and proofreading
- Highly organized, with attention to detail
- Ability to work on multiple assignments, independently or as a member of a team
- Strategic thinker and a self-starter who can manage projects to completion
- Experience designing and implementing successful messaging and marketing campaigns using paid, earned, and social media
- Experience creating content for social media
- Ability to make independent and accurate decisions with tact and diplomacy
- Proficiency in Adobe Creative Cloud, ActiveCampaign, WordPress, and Microsoft Office Suite
- Bachelor's degree in communications, marketing, public relations, journalism, or a related field

- 1-3 years experience in communications, marketing, or public relations, preferably for nonprofit or fraternity organizations

For more information please visit [aepi.org](http://aepi.org). To apply, submit a cover letter, three references, preferred salary range, and a resume to [zpellish@aepi.org](mailto:zpellish@aepi.org). AEPI has competitive benefits including: 401k (3% employer contribution to 401k after 12 months of employment), employer-paid long and short term disability, employer-paid medical insurance, and paid time off. Remote locations for this role, with slight preference for Chicago area applicants. Some nights/weekends may be required, with domestic travel sparingly throughout the year.