



coalition for spiritual & public leadership

Title: Communications Coordinator

Scope of Position: Full-time

Location: Chicagoland

Reports to: Director of Training and Formation

The Coalition for Spiritual and Public Leadership (CSPL) is seeking a full-time Communications Coordinator to help coordinate our communications activities primarily through building out our internal and external communications efforts, media relations and content creation.

The ideal candidate has a creative approach to various communications strategies for sharing and promoting our grassroots community organizing work.

Who We Are

CSPL is a multi-racial, multi-ethnic, multi-generational spiritually-rooted organization that labors to transform racial, economic, social and environmental systemic structures through grassroots coalition building, community organizing, and liberative formation.

CSPL envisions a conscientized and spiritually rooted movement of people organizing from the grassroots to transform and build liberative and democratic systems in the ongoing journey towards achieving a greater approximation of God's Kin-dom.

What You'll Do

The Communications Coordinator reports to the Director of Training & Formation, and is responsible for the following:

- **Internal and External Communications Development & Implementation:** Coordinates internal communications for organizational events, meetings and workshops and external communications for actions, campaigns, and other public facing activities, including updating media lists and establishing healthy media relations.
- **Social Media:** Maintains a regular daily presence on CSPL social media channels including Instagram, Facebook and Twitter to highlight CSPL's work and share related content. More information on the content is below.
- **Content Creator:** Creates flyers, memes, videos and other digital or print media that will be shared digitally to members, funders and partners that is related to the

activities of the organization, community organizing, spiritual and theological formation and other related topics. Canva and Adobe Spark are typically used to create fliers and the login will be provided. Content creation includes graphics, fliers, memes, and videos for events, fundraising and organizing, and around CSPL's training and formation work.

- **Website Content:** Assist in managing and creating content for the organization's website on Squarespace and Powerbase. This includes weekly updates on the website with pertinent events, information, creating registration pages on Powerbase and linking them to the website, and ensuring consistent new content is uploaded on a weekly basis at minimum.
- **Media Relations:** Establish healthy media relations, create press releases, coordinate media presence at major organization events, and update media lists. For press conferences or events where media is invited, media packets will be created and shared with the press. This also includes prepping community members to speak with the press as spokespeople of the organization. This preparation would include drafting talking points, key narratives, practice interview questions and/or counter narrative responses.
- **Email Contact List:** Maintain and update email contacts list through Mailchimp. Newsletters typically go out on a bi-weekly basis but will be more frequent when there are more strategic fundraising campaigns, organizing campaigns, or events occurring. Maintaining the email database includes segmenting audiences into their appropriate segment/audience and transferring contacts from Powerbase to Mailchimp every week.

Qualifications & Keys to Success

- Bachelor's degree preferred in Marketing or Communications, or related field
- 1+ years of relevant experience
- Excellent written and verbal communication skills are necessary
- Ability to communicate with external partners
- Experience with media advisories and press releases preferred
- Email database experience preferred
- Public relations experience is also a plus
- Experience with Mailchimp and Squarespace a plus
- Skilled in Relationship-building
- Possess a drive to achieve results
- Possess honest communication and receptive to accountability and healthy feedback
- Highly organized, creative and self-motivated
- Commitment to racial equity, economic justice, and spirit-rooted action
- Bilingual (Spanish/English) a plus

If you were here right now, you would be:

- Creating a flier for an upcoming public meeting with an elected official
- Prepping community members to speak to the press about our campaign

What Else You Should Know

CSPL is an equal opportunity employer and we highly value having staff who come from communities that are most impacted by the issues we address. We especially encourage people of color, women, LGBTQIA+ people, and people with disabilities to apply.

The position is full-time and is based in Chicagoland. The salary for this position ranges from \$55k to \$65k, with exact salary depending on experience. We also offer an excellent benefits package of retirement 403(b), paid vacation, sick, holiday leave, spiritual retreat days, parental leave for the birth or adoption of a child, and generous paid time off during the summer and Christmas season. We offer 100% organization-covered PPO healthcare with vision and dental. After 5 years of employment, staff are eligible for a 90-day sabbatical for professional and spiritual development. The position also includes opportunities for extensive professional development and spiritual formation.

How to Apply

Please send a cover letter, resume and two professional references to our staff at jobs@csplaction.org

Deadline to Apply: January 4, 2025