



Marketing Communications Manager – P/T Contract Job Posting

If you're committed to making Iowa a culturally rich and welcoming place for refugees, immigrants, and global citizens, join our team of nonprofit professionals dedicated to creating global community. Iowa International Center is looking for a communications professional to help us amplify stories of impact and international connections at home and around the world.

As a leader in international understanding and civic diplomacy, Iowa International Center welcomes the world to Iowa and Iowa to the world. Our mission is to enrich lives and create pathways to prosperity.

Duties and responsibilities

The Marketing Communications Manager oversees implementation of both internal and external communication programs. Manages managing external communication channels, including social media platforms, website, media relations, newsletters and marketing materials.

- Create compelling written and oral communications; ability to convey complex ideas through brief, simple materials. Source original and guest content
- Collaborate with team to ensure cohesive external messaging and consistency in organization voice; writes and edits materials, helping shape the tone, content and cadence of communications
- Strategizes, schedules, and oversees electronic communications, including newsletters and event promotions, appeals, and donor e-communications
- Curates a communications/social media calendar and maintains an active presence across the following platforms: Facebook, Instagram, Twitter, LinkedIn; Manages website content and makes regular updates

Qualities and characteristics

- Positive attitude. Works well independently, with a team and with diverse people
- Genuine, creative, ability to think outside the box. Problem-solver who takes initiative.
- Strong organizational and task management skills. You take ownership of your work.

Education Requirement: Bachelor's degree and two+ years' experience; non-profit marketing experience a plus

Job Type: Part-time Contract; grant-funded position through June 30 with possible extension

Schedule: Flexible schedule 20-30 hours a week.

Work Location: Hybrid (in-person and virtual) schedule available. Office located in Merle Hay Mall area.

Reports to: Executive Director

Contract Pay: \$25-30/hour

To apply: Send resume and cover letter to Patricia Grote, pgrote@iowainternationalcenter.org. See www.iowainternationalcenter.org for specific information on programs and services.