We’re Hiring: Full-time
Communications and Marketing Associate

Are you a compelling story teller and communicator?
Do you have a knack for graphic design, social media, and visual communication?
Would you like to apply your talents to a growing nonprofit organization?
If so, then apply here and join our team!

The Experimental Station fosters a dynamic ecology of innovative educational and cultural programs, small business enterprises and community initiatives. Since 2006, we have both built our own programming to address local needs and have fostered, hosted, and sponsored many other initiatives. Current programs include Link Up Illinois, 61st Street Farmers Market, Blackstone Bicycle Works, small business incubation, and public arts and cultural events. We are currently seeking a Communication and Marketing Associate who will be central to supporting our operations as we continue to grow.

The Communications and Marketing Associate is a key member of the Experimental Station team, working with fellow staff to develop and implement our communications, marketing, and materials design plans. In general, the Communications and Marketing Associate works on an ongoing basis to tell the story of our mission and programs through written and visual media.

As the Communications and Marketing Associate, you will:

Graphic Design
- Design publicity and fundraising materials, reports, flyers, newsletters
- Design program promotional and other materials
- Maintain consistent branding across all programs

Website/Social Media Maintenance and Development
- Maintain an up-to-date website reflecting all Experimental Station programs
- Maintain multiple social media accounts (Facebook, Twitter, Instagram) across all Experimental Station programs
- Work with program staff to create engaging social media posts and events pages across multiple platforms
Events
● Maintain the Experimental Station events calendar and promote events across many media platforms
● Provide special event set up, including managing a projector, small sound board, mics, and speakers
● Document Experimental Station program activities and events (photos/video)

Office Administration and General Communication
● Answer phones, take messages, respond when appropriate
● Monitor, distribute and respond (when appropriate) to ES info@ emails
● Send mass messaging to stakeholders, customers, donors, and community members

Preferred skills and experience:
● Ability and willingness to collaborate and work with a team
● Two years experience as a graphic designer (either freelance or for a company)
● Demonstrated experience developing marketing materials
● Strong interpersonal and communication skills (written, verbal, and visual)
● Degree or work experience in visual arts and design a plus
● Mac OS X, Drupal, Google analytics, PhotoShop, InDesign, Illustrator, Mailchimp, Canva
● Strong organizational skills
● Enjoy collaborating with a team

Strong candidates will have experience in graphics design, project management, and office administration. Candidates who have ample experience in public engagement and marketing are encouraged to apply. For a full job description, click here.

This is a full-time position with a salary of $43-48k commensurate with experience. Experimental Station offers health benefits (contribution 50%) for full-time employees and paid time off.

Experimental Station is an equal opportunity employer. We welcome people with a wide range of skills and experiences to apply. To apply, visit https://forms.gle/V5QwPgrPts8GmdPEA

Applications are being accepted on a rolling basis.

It is the policy of Experimental Station to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.