Job Announcement: Communications Coordinator position

About Us: Bubbly Dynamics, LLC is a social enterprise with environmentally responsible goals. Since 2002, we have been efficiently renovating buildings, transforming them from vacant and derelict eyesores to job centers and community assets. Bubbly is the owner/operator and design team behind The Plant (1400 W. 46th St.) and the Chicago Sustainable Manufacturing Center (1048 W. 37th St.). We are a friendly, informal organization with a strong team ethic.

Job Description: The Communications Coordinator will support the development and advancement of Bubbly Dynamics' communications efforts and assist with general administrative/operational functions. S/he will report to Bubbly's Director of Enterprise Operations, who manages business operations for Bubbly's two buildings and related projects. This position will be based at The Plant.

Roles & Responsibilities

- Managing social media communications and website
- Managing facility tours
- Coordinating space rentals and events
- Assisting with development and implementation of informational/wayfinding signage and other graphic design tasks
- Writing, including development of marketing materials, summaries of research projects, etc.
- Assisting with administrative and operational functions, such as data entry, record keeping, and handling purchasing needs
- Other similar responsibilities as assigned.

Qualifications

- Bachelor's degree and 2-3 years' work experience; communications or design experience is a plus
- Solid communication skills, with the ability to write, edit, proofread, and tailor communications to different audiences
- Proficiency with Microsoft Office, Adobe CS, and G Suite
- Strong organizational skills and attention to detail
- Ability to prioritize tasks and work independently as well as with a team
- Spanish proficiency is a plus
- Personal integrity/responsibility and sense of humor are a must!

Position Details: Full-time, permanent, exempt. Hourly wage is expected to start at $15-17/hour, depending on qualifications. This position will require 35 hours/week, with flexible but regular hours/days that can accommodate working remotely for a portion of the time.

To Apply: Send a cover letter and resume as one PDF to carolee@bubblydynamics.com. Position will be open until filled, but submittals are requested by January 31, 2019.