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***Communications Manager***  
***Part-time staff position***

**Pro Bono Network** is a nonprofit agency located in Oak Park, Illinois, whose mission is to empower volunteer attorneys to meet the unserved legal needs of low-income persons. We work with legal aid agencies throughout Cook and DuPage counties, structuring projects to match the needs of our volunteers. Our projects and more information on PBN can be found at [www.pro-bono-network.org](http://www.pro-bono-network.org). We have an informal, collaborative and supportive work environment, with 6 part-time staff and 2 consultants. We also have college interns and volunteers occasionally working in the office. Staff and consultants currently work primarily remotely, but we intend to move to a combination of remote and in-office work when it is safe to do so. PBN is committed to attracting and retaining a diverse staff, and encourages people of color, individuals who identify on the LGBTQIA+ spectrum, and people with disabilities to apply.

**Position description:**

Pro Bono Network is seeking a part-time Communications Manager.

The position will have primary responsibility for:

- Developing and managing a communications plan pursuant to a new three-year strategic plan.
- Serving as staff liaison to the board's Communications Committee, working closely with the Committee chair, including helping the chair run monthly meetings, following up on meeting tasks, and keeping the members on target for deadlines.
- Updating and revising PBN's website.
- Developing and executing social media campaigns for key days, themes, and prioritizing content.
- Creating content for social media accounts and posting regularly on each account.
- Outreaching to media sources to generate awareness of PBN.

In addition, this position will assist with:

- Producing and distributing:
  - Materials and communications about PBN programs.
  - Materials and communications for recruiting volunteer attorneys, including PBN's efforts to recruit more diverse attorneys.

- Fundraising event materials.
- Sponsorship materials.
- Working with Program Department staff, outreaching to board, volunteers and clients to generate stories for awareness and fundraising.
- Designing annual appeal materials.
- Selecting and implementing communications and marketing software, and use of current PBN databases.
- Training on marketing and communications for the Board and Advisory Council.

The position will also perform other general responsibilities of the office when needed, in the same manner as all current staff, and will attend a weekly staff meeting.

This is a 13 hour per week part-time employee position. The annual salary is \$16,224. There are no benefits currently offered. The position initially will be done remotely, with partial in-office hours at some point. Start date and designated days and times will be mutually agreed upon prior to start, but likely will begin in April. Other staff or contract employment is permissible, as long as it does not conflict with PBN responsibilities.

**Qualifications:**

Degree or equivalent training/experience in a communications field.

Excellent oral and written communications and organizational skills; visual design expertise and experience with design software preferred; proficient in social media including LinkedIn, Facebook, Instagram, and Twitter; knowledge of best practices of content creation and publishing for digital and print marketing; ability to create and update marketing materials and documents in support of fundraising, donor stewardship, and programs; competency with Microsoft Office and Google Suite software applications; ability to work well independently and in a team environment, handle multiple assignments, and meet deadlines; alignment with and commitment to PBN's mission, vision, and values.

**Supervision:**

The Communications Manager will report directly to the Executive Director, and will work closely with the Director of Development, the Director of Programs and Volunteers, and with other staff, to integrate communications with all aspects of PBN's work. The position will be the primary staff on the board's Communications Committee and work closely with the chair of that committee.

**Application procedure:**

Please email resume and cover letter to [linda.rio@pro-bono-network.org](mailto:linda.rio@pro-bono-network.org). Please include your availability to start, and two professional references. References will not be called without notice to the applicant. Application deadline is March 31, 2022.