

Communications Manager

Organization – Chicago Access Network Television (CAN TV) gives every Chicagoan a voice on cable television. CAN TV has been recognized nationally as one of the finest public, educational, governmental (PEG) access centers in the nation.

Position: CAN TV is seeking a communications professional to build awareness and support of CAN TV in a rapidly evolving multi-platform media environment. The right candidate will have a strong belief in the importance of community media and exhibit proficiency using a range of media tools to get results.

Job Responsibilities include:

Strengthen CAN TV's positioning through strong, integrated messaging and brand identity on CAN TV's channels, website and social media sites.
Design and write promotional materials, radio spots, flyers, and advocacy materials.
Develop strategy for regular online or print placement opportunities.
Develop an integrated social media strategy that takes advantage of emerging technologies and benefits from analysis of online usage statistics and trends.
Oversee maintenance of media/advocacy database.
Support legislative initiatives.
Help identify and maximize partnership opportunities for promotional and trade purposes, delivering on communications obligations under the partnership.
Supervise communications coordinator and any contractors.
Prepare public presentations, talking points, blog entries, reports, and grant narratives.

Qualifications:

Excellent writing, editing and proofreading skills.
Experience synthesizing messaging into accessible, actionable language for a variety of target audiences.
Excellent design skills.
Strong organizational skills and ability to manage multiple projects simultaneously.
Ability to reprioritize quickly and creatively to respond to timely opportunities and political developments.
Experienced at public presentations and/or advocacy work.
Experience with effective use of photography and video to advance goals.
Knowledge of local community - experience working with a diversity of people.
Ability to maximize internal resources to get results.
Willingness to engage in self-directed learning to ensure a command of technologies used in the development of communications projects.
Experience using Microsoft Office Suite, Outlook, Adobe Pagemaker, Photoshop, Dreamweaver, Constant Contact or other online marketing tools, web based content management systems, database management, and basic HTML.

How to Apply: Send resume, cover letter, and salary history, to Michelle King at mking@cantv.org or by mail to CAN TV, 322 S. Green St., Chicago, Illinois 60607.

Salary: commensurate with experience. Excellent benefits.

Submission deadline: July 22, 2011 - CAN TV is a EEO employer – etc.