

ZONTA INTERNATIONAL
Communications Senior Coordinator

Would you enjoy providing communications support for a mission-based, non-profit organization where your work will make a difference?

Zonta International seeks a permanent **Communications Senior Coordinator** who shares our passion to build a better world for women and girls.

Who you are:

You are a creative, self-directed individual with a strong command of print and digital communications. You are capable of simultaneously navigating multiple projects across Zonta's departments and key focus areas.

What you will focus on:

You will create new and engaging content for Zonta International's website, digital and print publications, and social media channels. In collaboration with internal colleagues and key volunteers, you will develop and implement new strategies to engage members, donors and the public and expand global awareness of Zonta International's service, advocacy and membership opportunities. Core duties:

- Demonstrate excellence in writing for internal and external stakeholders in a voice that is compelling and reflective of Zonta's mission and position on advocacy initiatives. Ensure that the Zonta voice conveys Zonta's views, engages the reader, incites actions and influences member attraction and retention.
- Create and curate compelling content for all Zonta International communication channels, including, but not limited to: *The Zontian* magazine, Annual Report, e-Newsletters, website updates, blog posts, social media and Zonta App, aligning content and communication activities to overall strategic goals.
- Assist in the development and daily maintenance of the Zonta International website as a key communication and marketing tool.
- Provide expert level proofreading and editorial feedback.
- Ensure consistency in brand and voice for various audiences and across all platforms.
- Coordinate with colleagues to develop and maintain an online content calendar and themes to schedule and prioritize posting and maximize engagement.
- Collaborate with colleagues to track and provide monthly reports on all digital engagement and media impressions.
- Develop, create and deploy content and design for on and offline campaigns and events across the organization, including Rose Day, International Women's Day, Zonta Says NO, programs and project updates, etc.

- Prepare video content for campaigns and overall messaging including social media, stand-alone promotions, leadership messaging, etc.
- Prepare and distribute press releases.
- Oversee the translation of key materials and communications in collaboration with the volunteer Translations Committee.

What you will bring:

- Extensive experience in content creation, writing across diverse mediums and for internal and external stakeholders.
- Excellent verbal and written communication skills, including interpersonal skills that are relatable to members whose first language is not English.
- Basic skills with design platforms such as Adobe InDesign, Canva, etc.
- Skilled in MS Office including Excel, Word and PowerPoint.
- Skilled in video content creation and editing.
- Proven commitment to achieving deadlines, yet able to adapt to changing priorities.
- Experience working in a non-profit environment (membership organizations or academic entities preferred) or marketing agency desired.
- Expertise in the women's rights and gender equality space is a plus.
- Bachelor's degree preferred.

What we offer:

- A team that genuinely cares for and discusses issues related to women and girls.
- Ability to establish a personalized daily 7.5 hours work schedule with a start time between 7:00 am and 9:00 am. Note: some overtime hours are required based on priorities throughout the year.
- Paid time off and holiday pay (11 paid holidays).
- Generous health insurance benefits, 401K, and life and disability insurance.
- A convenient office location adjacent to the Oak Brook Center Mall, with covered parking and easy access to expressways.

Location (hybrid):

- This position is located in Oak Brook, Illinois.
- The staff works remotely four days a week and in-office a minimum of one day a week (Wednesday).
- Additional in-office work is required for training and special meetings including orientation and onboarding.

If you are interested in gaining experience in a position where your work makes a difference and you have the opportunity to meet people from around the world, we would love to hear from you. To express interest, please submit a cover letter and resume to: jobs@zonta.org.

Zonta International is an Equal Opportunity Employer. An official job description will be provided to candidates before an interview. This position requires a background check as part of the final consideration process. Visit www.zonta.org to learn more about our organization.

Zonta International's commitment to diversity, equity, and inclusion

Since 1919, Zonta has been working to create a more equitable future for women and girls. We believe that fostering a diverse and inclusive global community is a powerful platform to bring about the social change needed to make our vision for gender equality a reality. As a global organization, Zonta International values the contributions of members of all backgrounds, regardless of age, ethnicity, race, color, ability, religion, socio-economic status, culture, sexual orientation, or gender identity. We believe that a diverse community of members is essential to our ability to achieve our mission to create a more equitable future.

We strive to be an organization where everyone feels empowered to be their full authentic selves. We celebrate multiple approaches and points of view and know that different ideas, perspectives, and backgrounds create a stronger and more creative environment to better serve our members and achieve our mission for gender equality. We welcome differences and strive to ensure that all voices are valued and heard. While we have more work to do, we are committed to the values of diversity and inclusion across all Zonta International activities and initiatives.

About Zonta International

In 1919, a group of forward-thinking executive women came together in Buffalo, New York, to use their combined expertise in service to their community. Not satisfied with the predominantly social nature of many women's organizations at the time, the women who founded Zonta envisioned a new kind of service organization – one that would promote professionalism among its executive members while serving the needs of girls and young women in the community.

One hundred years later, the legacy of Zonta's early members can be seen and felt through nearly 1,100 Zonta clubs in 63 countries across the globe. While the world has changed dramatically over the last century, more than 26,000 Zontians today remain committed to the professionalism, fellowship and service that led Zonta's visionary founders to come together.

Today, Zonta's history extends beyond the community service of each individual Zonta club. Zonta International has provided more than US\$50.1 million through the Zonta Foundation for Women to empower women and girls and expand their access to education, health care, economic opportunities and safe living conditions. Zonta's vision will not be achieved by monetary donations alone. At the local, national and regional levels, Zonta clubs and individual Zontians are advocating for laws and policies that ensure gender equality and help every woman and girl realize her full potential.