

Join a Mission That Matters: Communications and Programs Manager

Are you passionate about making a meaningful impact in your community? Do you believe in the power of philanthropy to create lasting change? If you answered yes, we want to hear from you!

The Community Foundation of Chippewa County(www.yourlegacyforever.org) is a nonprofit organization dedicated to empowering our community members to create positive change in Chippewa County. Since 2001, we've been supporting local initiatives and helping donors build their philanthropic goals. We're looking for a dedicated, creative and highly organized individual to join our team as a Part-Time(24 – 28 hours/week) **Communications and Programs Manager**. This position will work onsite at our offices in downtown Chippewa Falls.

In this dynamic role, you'll be responsible for leading the development of and managing all our communications efforts. This includes creating engaging content, managing social media channels, updating the Foundation's website and directing a variety of events and programs that support our mission and goals.

Competencies:

- **Passion for Community & Philanthropy:** A strong commitment to making a difference in the lives of others and strengthening the community in a professional nonprofit environment.
- **Communication Excellence:** Exceptional writing, editing, and verbal communication skills.
- **Organization & Multi-tasking:** Ability to prioritize tasks, manage multiple projects, and meet deadlines.
- **Tech-Savvy:** Experience managing websites, social media, and databases with a strong attention to detail.
- **Relationship Building:** Excellent interpersonal skills with a reputation for integrity, trustworthiness, and a collaborative approach to problem-solving.

Education:

- Bachelor or Associate degree in Communications, English, Marketing or a related field highly desired
- Proficient in Microsoft Office Suite; experience with content management systems and social media platforms a plus

Compensation & Benefits:

\$24.00 - \$28.00/hour

Paid Time Off/Holidays

Summer Hours

Please send your cover letter and resume to search@yourlegacyforever.org

EEO employer