

Position Title: Web & Social Media Coordinator

Department: Communications

Join our Team! At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

Summary: Reporting to the agency's Director of Communications, the Web & Social Media Coordinator oversees IHDA's social media channels and general website content updates. In addition, the position supports the department in the creation of communication designs for internal purposes. This position also provides administrative support functions for the Communications Department. This position requires a high degree of skill, initiative, organization, and reliability. Must have the ability to rapidly acquire knowledge of the department, the ability to work in environments that require a high degree of confidentiality, and high-level multi-tasking.

Essential Functions:

- Responsible for the overall communications of the Authority as it relates to creative content for IHDA social media including Facebook, Twitter, Instagram, Bluesky, and LinkedIn.
- Create engaging content for the various social media platforms while developing and implementing strategies to increase agency awareness and engagement.
- Monitor the social media channels and respond to comments and messages.
- Analyze social media metrics and adjust strategies accordingly.
- Stay up to date with the latest trends in social media and digital marketing.
- Manage IHDA's website, including content updates, page development, and analysis. Working with the department's Digital Production Manager regularly to enhance website features to ensure engagement and access to critical information and tools.
- Work interdepartmentally to support IHDA's communication efforts, providing brand consistency and ensuring creative needs meet the overall strategy.
- Assist the department with day-to-day communications requests and overseeing specific tasks including the waiting area displays, internal e-newsletters, promotional item ordering, and helping departments with their social media and basic design needs.
- Serve as support staff for the Communications Department including scheduling meetings, taking notes, and providing key takeaways/next steps to appropriate staff.
- Manage the Communications Department's payments and invoices to ensure vendors are paid accurately and on time and ordering necessary supplies.
- Manage the Communications Department's timecard and attendance reports.
- Other duties as assigned.

Education and Experience Requirements:

A marketing/communications/journalism degree preferred with at least 2-5 years of related work experience. Excellent written communications skills and proficiency in Microsoft Suites required. Experience with design and/or video software a plus. This position places a heavy emphasis on attention to detail,

coordination, collaboration, teamwork, and quality of work performance. Flexibility and ability to work independently or in a team environment.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive tasks movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

What We Offer:

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire.
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs.
- Salary range: \$60,089 - \$75,111

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

To apply, submit resume to:

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&source=LI&selectedMenuKey=CareerCenter&jobId=499688>

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