



WISCONSIN FAMILY TIES

16 North Carroll Street, Suite 230
Madison, Wisconsin 53703

(608) 267-6888

Toll Free (800) 422-7145

Fax (608) 267-6801

www.wifamilyties.org

JOB ANNOUNCEMENT

Information and Communications Director

Wisconsin Family Ties, a statewide nonprofit serving families that include children with mental, emotional or behavioral disorders, is seeking a creative, talented communications professional to serve as the agency's Information and Communications Director. This new position is a great opportunity to use your skills to create inspiring and powerful messages to enhance the organization's impact.

Position Description

The Information and Communications Director sets the strategy for and coordinates/implements all information and communication activities and materials to broaden the impact of Wisconsin Family Ties' mission and programs. This includes responsibility for internal/external informational resources, external communications, website content, brand identity development and awareness/outreach collateral.

Key Requirements:

- Bachelor's degree in English, marketing, journalism or equivalent experience
- Experience as a parent of a child with a mental, emotional or behavioral disorder preferred
- Three years of experience in a communications-related field
- Prior experience working for a nonprofit organization preferred
- Strong experience in writing and editing various types of documents
- Experience developing website content and managing social media
- Exemplary communication skills, including listening and expressing ideas creatively / succinctly
- Strong expertise in English grammar, usage and syntax
- Subject knowledge in two or more of the following areas: child & adolescent mental health, child welfare, juvenile justice, special education, psychology or social work
- Knowledge of library management software a plus
- Bilingual (English/Spanish) ability preferred

Job Summary

Employer: Wisconsin Family Ties, Inc.
Location: Madison, WI
Industry: Nonprofit human services
Job type: Part time (.6 - .75 FTE)
Education: Bachelor's degree

Send resume and cover letter **with salary history** to info@wifamilyties.org. Please indicate the position title in the subject line of your email.