



Kane County Bar Association
555 S. Randall Road, Ste. 203
St. Charles, IL 60174

Communications Coordinator Opening

Full job description

Job Title: Communications Coordinator

Job description

The Kane County Bar Association (KCBA) is a 501(c)(6) non-profit professional legal organization of approximately 1,000 members including attorneys, judges, paralegals and students in and around Kane County, Illinois. The KCBA is the oldest bar association in the State of Illinois and was established to maintain the honor and dignity of the profession of law, to facilitate and promote the administration of justice, to encourage continuing legal education, to assist in the delivery of legal services to the public, and to cultivate social and professional interrelationships among its members.

We are currently seeking a part-time Communications Coordinator whose primary responsibilities include developing and designing our bi-monthly legal magazine, annual membership directory, and other printed materials, creating and sending a newsletter and e-blasts to our membership, social media management, and soliciting advertising and continuing content creation of a podcast. A "Can Do" attitude is a must.

DUTIES

Key responsibilities include:

- Design, coordinate and participate in a variety of editorial and pre-production activities required in preparing the bi-monthly *Bar Briefs* legal magazine and the annual *Kane County Bar Association Membership Directory*.
- Establish and communicate deadlines for information submissions and provide general information related to the process to the *Bar Briefs* Editor, KCBA Executive Director, KCBA Board of Managers, and general membership.
- Develop marketing strategies for internal ads, which includes research, writing copy, designing and creating final product.

- Maintain interface with *Bar Briefs* Editor, Editorial Board, and printing services to ensure material is produced in accordance with established deadlines, design ad style specifications and budgetary requirements.
- Participate in monthly *Bar Briefs* Editorial Board meetings.
- Coordinate all aspects of display advertising for the bi-monthly *Bar Briefs* legal magazine and annual *Membership Directory*, including advertisement solicitation, submission of ads, and yearly contracts.
- Support the Executive Director in retaining and securing sponsorships, both annual and event focused, including preparing various forms and program content
- Coordinate Classified advertising for *Bar Briefs* legal magazine and KCBA website, including writing and editing ads, ensuring accuracy of text, timelines, and payments.
- Maintain KCBA webpage using WordPress.
- Develop, design and prepare various other publications and printed materials such as programs, brochures, posters, invitations, flyers, table tents, etc. for KCBA events and seminars.
- Follow budget requirements and arrange printer quotes for all printed materials.
- Update the KCBA's social media pages (including Facebook, Instagram, etc.) and website.
- Update bi-weekly newsletter e-blast (the Compass) sent to membership; design and distribute other e-blasts to membership.
- Assist with event coordination and taking photographs at events.
- Office support when needed.
- Other duties as assigned by the Executive Director or KCBA Board of Managers.

REQUIRED QUALIFICATIONS

- Strong desktop publishing skills.
- Experience using Adobe InDesign, Adobe Photoshop and Canva.
- Experience designing publications, brochures, posters, flyers, and advertisements.
- Experience in web design using WordPress.
- Experience in using Mac computer.
- Strong writing and communication skills.
- Social media management.
- Intermediate skills in Microsoft Office (PowerPoint, Outlook, Word, Teams); and manipulating data in Excel.
- Demonstrate ability to handle multiple tasks, projects and deadlines.
- Demonstrate ability to work with a team and independently.
- Demonstrate professionalism and experience in public relations.
- Ability to get along with diverse people in all situations.

COMPENSATION, BENEFITS, AND START DATE

Part-time position (Monday through Friday, 25-30 hours per week, some nights required for events)

Compensation: \$24 - \$26.00 an hour based on experience and ability.

Benefits: Paid vacation, Holiday pay, and paid time off including three personal days. **There are no medical benefits and no retirement plan available.**

Immediate start date.

No phone calls please; only candidates selected for interviews will be contacted after February 3, 2026.

Experience:

- Related communication experience: 18 months (Preferred)
- Writing skills: 2 years (Preferred)
- Marketing: 1 year (Preferred)

Work Location: In person; St. Charles office, NOT REMOTE

Job Type: Part-time

Pay: \$24.00 - \$26.00 per hour

Expected hours: 25 – 30 per week

Benefits:

- Paid time off

Work Location: In person