Science Olympiad Marketing Communications Manager

Science Olympiad, a national STEM education nonprofit headquartered in Oakbrook Terrace, Illinois, seeks a Marketing Communications Manager. This position will support both Science Olympiad and the Science Olympiad USA Foundation and will report to senior staff.

Duties and Responsibilities:

• Develop marketing materials for Science Olympiad and the Foundation
• Manage NEON Constituent Relationship Management (CRM) system, including contacts, forms and audiences
• Oversee Science Olympiad social media platforms: Meta, LinkedIn, X
  o Design graphics and write copy for social media posts
  o Develop social media calendar
  o Monitor trends in social media tools, applications, design and strategy
• Work with staff to develop and reinforce consistent branding across external media including the SOINC website, the SOTV YouTube page, the SO Store, and all SO workshops and webinars
• Write and design external newsletters and email marketing campaigns
• Assist with public relations, photos and media around special events/tournaments
• Work with staff on design of content for Science Olympiad Store
• Post event and resource updates to the SOINC website
• Maintain forms + Invitational page on the SOINC website
• Develop annual webinar schedule
• Collect registration forms from and communicate with 51+ College Alumni Chapters
• Attend the National Tournament in May and Summer Workshops in July

Qualifications and Skills:

• Bachelor’s degree from an accredited college or university
• 1-3 Years of experience in design/marketing
• Excellent verbal and written communication skills
• Proficient and confident in producing content for web, email, print and social
• Ability to work in a collaborative team environment
• Self-motivated and able to meet deadlines

Competitive salary and benefits offered. Science Olympiad is a flexible workplace with work-from-home offered; a majority of the position is onsite in Oakbrook Terrace. Send your resume and cover letter to Deb Mendenhall, VP Business at dmendenhall@soinc.org by May 6, 2024.

Science Olympiad is an Equal Opportunity Employer and maintains a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

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