

POSTING



HIGHER LEARNING COMMISSION

Job Title: Marketing and Social Media Writer

The Higher Learning Commission (HLC), a non-profit higher education association, seeks a highly motivated, detail-minded individual to join our high-performing Communications team.

This position is responsible for writing and editing content to market programs, services, and special projects for the various audiences of HLC; implements print, electronic, social media, and other communications; and collaborates in developing, implementing, and supporting HLC programs, services, and initiatives as assigned.

Qualifications and Competencies:

- Bachelor's degree required in English, communications, or related field
- A minimum of two years' experience working in communications in a dynamic, high-volume environment is required
- Regulatory or association experience preferred
- Understanding of or willingness to learn communications strategy
- Ability to quickly adapt writing to an organizational voice
- Excellent editing and writing skills
- Ability to organize multiple layers of copy and maintain consistency in voice
- Experience with standard office software and technology, including website content management, HTML, and CSS for responsive website design, online form and survey tools, print layout software, and social media platforms
- Ability to work independently as well as in a team environment
- Strong attention to detail
- Demonstrated ability to effectively organize, prioritize, and manage a high-volume of assignments in a timely manner and within timelines, often with frequent interruptions
- Strong interpersonal communication, diplomacy, and relationship-building skills to establish and maintain effective working partnerships with volunteers and other staff members

To Apply

Submit cover letter and resume to MSMwriter@hlcommission.org. Electronic submissions in one PDF file are preferred. Review of the applications will commence June 6. Please do not call or email to inquire about the position. More information is available in the [Position Description](#).

The Higher Learning Commission (HLC) is the largest accrediting agency in the United States, serving approximately 1,000 member colleges and universities. HLC has approximately 60 employees. HLC offers a rich benefits package: The HLC office is closed the week of Dec. 24–Jan. 1, employer contribution of 10% of base salary to a retirement plan, and 20 vacation days.

On a pilot basis, HLC will be implementing a hybrid work environment. During this time, the Marketing and Social Media Writer is expected to work on site at the HLC office in the Chicago Loop

at least two days per week, although there may be additional on-site work on occasion. HLC requires all staff to be fully vaccinated for COVID-19 to work at the HLC office or attend HLC events in-person.

HLC is an equal opportunity employer. If you may require reasonable accommodations in completing this application, interviewing, completing any pre-employment testing or otherwise participating in the employee selection process, please direct your inquiries to hr@hlcommission.org.