

**Opportunity:** Marketing & Communications Coordinator

**About Pritzker Private Capital:** Pritzker Private Capital partners with middle-market companies based in North America with leading positions in the manufactured products and services sectors. The firm's differentiated, long-duration capital base allows for efficient decision-making, broad flexibility with transaction structure and investment horizon, and alignment with all stakeholders. Pritzker Private Capital builds businesses for the long term and is an ideal partner for entrepreneur- and family-owned companies. Pritzker Private Capital is a signatory to the United Nations Principles for Responsible Investment (PRI).

Additional information about Pritzker Private Capital is available at [www.ppcpartners.com](http://www.ppcpartners.com).

**Location:** Chicago, IL

**Description:** The Marketing & Communications Coordinator will be integral in supporting the efforts to build the PPC brand and delivering high-impact communications to our stakeholders across all channels. This person will report to the Head of Global Strategic Partnerships and will have the opportunity to work closely with senior members of the team.

- Serve as overall coordinator and subject-matter expert on brand voice across all channels: website, email marketing, social media channels, presentations / outreach materials, PR
- Write content for newsletters, website, social media, events, etc. and work alongside PR firm to review / guide press releases
- Maintain and drive creative ideas for improvement for various external materials and presentations, including extensive library of PowerPoint materials
- Provide oversight of materials at all levels to ensure consistency in tone, voice and overall approach
- Manage and update website content and updates and all social media channels, including new announcements and ensuring all content is up to date and aligned to brand and SEO standards
- Coordinate the activities and manage workflow of agency partners and other third parties
- Coordinate video production with internal staff and in partnership across our family of companies
- Work across the organization to gather materials and information necessary to execute projects; continuously analyze methods for working across the organization to improve efficiency and become a trusted partner within the organization
- Continuously analyze materials against the market and provide recommendations for achieving and maintaining best-in-class programs

**Qualifications:** Pritzker Private Capital seeks to hire individuals who are highly driven, intelligent, passionate, and have consistently demonstrated excellence in prior endeavors. The successful candidate should have strong communication skills and a desire to work in a team environment.

To be considered for this position, applicants must meet the following criteria:

- 3+ years of related experience writing and editing projects; portfolio of relevant previous projects highly preferred
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite including PowerPoint with other related software skills a plus
- Bachelor's Degree in marketing strongly preferred
- Comfortable working with numbers and in financial field, understanding of analytics and basic company financial information
- Ability to treat sensitive/confidential information with appropriate discretion
- Strong sense of urgency, adaptability, flexibility, and resourcefulness

- Continuous improvement mindset
- Flexibility to operate in a constantly evolving and fast paced environment
- Excellent time management skills and ability to multi-task and prioritize work

**If you are interested in joining our team, please send a resume to Silvia Yim at [syim@ppcpartners.com](mailto:syim@ppcpartners.com)**