



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Communications Specialist
Division: Communications
Location: Springfield, Illinois
Salary: Commensurate with experience

Overview: Assists Chief Communications Officer and Deputy Chief Communications Officer/Press Secretary with media inquiries and outreach opportunities. Uses various media relations techniques to convey critical messages to the public. The individual in this position performs the following duties: advancing the programs and services of the office through current and emerging communication tools, preparing and distributing written materials including press releases, speeches and promotional materials, helping to organize press events, managing clips and media lists, and creating videos for use on websites and social media to inform the public. Attendance is an essential function of this position.

Duties and Responsibilities:

- Work with the media to raise awareness of Treasurer's Office programs.
- Writes and distributes press releases pertaining to the activities of the Treasurer's Office as well as programs and services offered by the office.
- Writes bullet points for speeches and remarks and provides background research in preparing the Treasurer for appearances and presentations.
- Pitch photography and videography ideas to communications management team to help visually tell the story of the Treasurer's Office.
- Write scripts and shot lists to develop successful sequence of photography/videography segments.

Specific Skills:

- Ability to write press releases, research documents and white papers.
- Proven experience in promotions, video editing, photography and videography.
- Expert knowledge in video editing and familiarity with special effects using Adobe Premier, Final Cut Pro, or similar professional video editing software.
- Previous project management experience creating and producing podcasts, including but not limited to studio setup, recording, hosting, and promoting a podcast series, preferred.
- Possession of creative flair, versatility, conceptual/visual ability and originality.

Education and Work Experience: Bachelor's Degree in Communications or any other related field; three (3) or more years of experience in journalism, marketing, public policy or related field; one (1) or more years of experience working with media and reporters and established contacts in communications field; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Application Process: Send completed application including letter of interest and resume via email to

HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

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