



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**

**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Outreach Assistant  
**Division:** Civic Engagement  
**Salary:** Commensurate with experience  
**Location:** Springfield, Illinois

**Overview:** Responsible for developing marketing initiatives and making presentations to promote the various programs offered by the State Treasurer's Office. To further advance the programs and services offered by the State Treasurer's Office, the Outreach Assistant is required to proactively identify, develop and establish new outlets while building relationships that provide opportunities to raise public awareness. Approximately 75 percent of the employee's time is in the field attending events and various meetings.

**Duties and Responsibilities:**

- Develops and maintains a solid working knowledge for all office programs
- Advances business relationships with current contact portfolio to create opportunities for all office programs offered by the Treasurer's Office
- Creates new business relationships to promote opportunities for office programs
- Targets groups or organizations in order to identify individuals within that group who can benefit from office programs
- Creates and coordinates educational forums throughout the state partnering Illinois State Treasurer programs with all appropriate entities such as: religious and community leaders; chambers of commerce; labor organizations; local government; educational institutions; senior citizens advocates; community organizations and any other appropriate partners

**Specific Skills:**

- Creativity, initiative, good judgment, and the ability to communicate thoughts clearly and simply
- Decision making, problem solving, event organizing and research skills
- Ability to be a self starter and work in a fast-paced, team environment
- Must be proficient in computer software programs such as Microsoft Excel, Outlook, Word and Power Point
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public

**Requirements/Qualifications:** Bachelor's degree in business or any related field; two (2) or more years related work experience in related field; OR any equivalent combination of education and experience that provides the required knowledge, skills and abilities to carry out the duties of the position.

**Application Process:** Send a completed employment application, a letter of interest and resume via email to:

**Deputy Chief of Staff for Human Resources & Equal Employment Opportunity**  
**Email: [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)**

<http://www.illinoistreasurer.gov/about-us/employment.aspx>

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

State Capitol  
Room 219  
Springfield, IL 62706  
Phone: (217) 782-2211  
Fax: (217) 785-2777  
TTY: (866) 877-6013

James R. Thompson Center  
100 West Randolph Street  
Suite 15-600  
Chicago, IL 60601  
Phone: (312) 814-1700  
Fax: (312) 814-5930  
TTY: (866) 877-6013

Illinois Business Center  
400 West Monroe Street  
Suite 401  
Springfield, IL 62704  
Phone: (217) 782-6540  
Fax: (217) 524-3822  
TTY: (866) 877-6013

Myers Building  
One West Old State Capitol Plaza  
Suite 400  
Springfield, IL 62701  
Phone: (217) 785-6998  
Fax: (217) 557-9365  
TTY: (866) 877-6013