



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

**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Press Assistant  
**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. 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.
- Edits materials produced by Communications staff and reviews letters and correspondence distributed outside the office by other office divisions.
- Works with scheduling department on coordinating public appearances.
- Works with the Chief Communication Officer, or designee, on the development of policies and programs, including developing concepts, providing input and conducting background research.
- Collect information about actions and events within the administration and around the state and issue the Treasurer's reactions to appropriate state and national developments.
- Draft content for newsletters, articles, publications for public distribution.
- Tracking, analyzing and evaluating media coverage using various media monitoring tools.

**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. Must be available to travel and work after hours and weekends.

**Application Process:** Send completed application including letter of interest and resume via email to [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)  
[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](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

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  
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