



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Senior Advisor
Division: Legislative & Policy
Location: Springfield, Illinois
Salary: Commensurate with experience

Overview: Serves as a confidential aide and advisor to further advance the programs and services offered by the State Treasurer's Office, the Senior Advisor is required to proactively identify, develop and establish new outlets while building relationships that provide opportunities to raise public awareness. Completes special projects and other tasks as assigned. Attendance is an essential function of this position.

Duties and Responsibilities:

- Helps the Treasurer's Office in planning, organizing, directing and evaluating program activities and events to ensure consistency and to achieve goals.
- Meets with staff as needed to maintain knowledge of office programs and operations.
- Collaborates with the Chief Legislative & Policy Officer to assist with preparing and providing briefing and research materials on specific topics and policy priorities.
- Assists in performing various administrative tasks to enhance office operations.
- Provides support on strategic outreach planning to enhance effectiveness of office communications to the public.
- Works with scheduling department on coordinating public appearances for the Treasurer.
- Acts as a surrogate for the Treasurer's Office at events and meetings by publicly speaking about program offerings including but not limited to: Linked Deposit programs, Financial Education, Unclaimed Property, Secure Choice, ABLE, Bright Start and the Illinois Funds/ E-Pay program.
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner.
- Meets with various organizations, elected officials, community leaders, and stakeholders to build relationships with the Treasurer's Office and collaborate on certain projects and partnerships.

Education and Work Experience Requirements/Qualifications: Bachelor's degree in political science, business or any related field; two (2) or more years related work experience in public policy 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 completed application including letter of interest and resume via email to

Chief Operating Officer @ 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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