



COMMUNICATIONS COORDINATOR

PUBLIC RELATIONS COORDINATOR

(Office of Inspector General)

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's Degree in Journalism, Communications, or a directly related field, plus five years of work experience in the development and implementation of public information programs, of which two years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience.

PREFERRED QUALIFICATIONS:

- Principles and practices of composing and editing informational material
- Knowledge of public information laws and policies regarding the dissemination of information to the public
- Ability to develop effective marketing assets (product videos, web content) and programs
- Experience conducting social media research
- Familiarity with social media platforms and campaign management
- Outstanding ability to collaborate with senior executives and other staff to achieve goals; and
- Demonstrated an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.

DUTIES:

- Under direction of the Director of Communications and Outreach, reviews, revises, and provides quality control of reports and other publications produced by OIG to ensure reports are written clearly and concisely
- Coordinates with appropriate OIG personnel to stay abreast of progress during the course of OIG's investigations, audits, and reviews
- Develop and execute marketing plans, presentations and communication material to promote the OIG
- Integrates drafts written by OIG personnel to ensure consistency and clarity of message
- Develops and review Office web-based communication materials for online display
- Manages and grows social media platforms (e.g., Facebook, Twitter, etc.) to communicate Office activities
- Creates content for social media platforms and OIG website
- Monitors social media comments and reports on metrics
- Coordinates, prepares and disseminates Office quarterly report

ANNUAL SALARY: Range: \$70,272 – \$115,656 (annual increases first three years)
Starting \$70,272 (non-negotiable); Post successful six-month review \$72,024

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The City of Chicago does not participate in E-Verify (Employment Eligibility Verification

System). In addition, employment at the Office of Inspector General is contingent upon a satisfactory criminal background check.