COMMUNITY OUTREACH COORDINATOR FOR PUBLIC SAFETY
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:
- Degree in social science or community development

- Extensive experience working with community-based and/or non-profit organizations throughout the City of Chicago;

- Strong group facilitation, oral, and written communication skills with the ability to interact with persons of various social, cultural, economic, and educational backgrounds;

- Familiarity with the City of Chicago government and Chicago public safety, including Chicago Police Department;

- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, police oversight, and/or civil rights issues; and

- Experience conducting social media research

- Familiarity with social media platforms and campaign management

- Passionate, forward-thinking, and detail-oriented individual who is collaborative and motivational

DUTIES:
- Under the direction of the Director of Communications and Outreach, interacts continuously with community and advocacy groups, City of Chicago residents, and other key stakeholders related to public safety issues

- Attends community meetings (including some nights and weekends) to promote the work of OIG Public Safety Audit function

- Builds and maintains relationships with members of the community

- Coordinates community events

- Creates content for social media platforms and OIG website related to outreach

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