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