



## **DIRECTOR OF COMMUNICATIONS & OUTREACH** **(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:** The City of Chicago Office of Inspector General is seeking a dynamic public relations professional to serve as Director of Communications and Outreach. The successful candidate will possess:

- Extensive experience working with community-based and/or non-profit organizations throughout the City of Chicago;
- Excellent news media contacts and ability to build new contacts;
- Familiarity with the City of Chicago government;
- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, police oversight, and/or civil rights issues;
- Passionate, forward-thinking, and detail-oriented leader who is collaborative and motivational;
- 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:**

- The Director of Communications and Outreach will lead OIG's efforts to interact with community and advocacy groups, City of Chicago residents, the media and other key stakeholders in advancing the mission of the Office.
- The Director of Communications and Outreach will lead the development of specific strategies to engage stakeholders across the City, which may include educational presentations, identifying opportunities for community meetings, and disseminating OIG reports and recommendations.
- The Director of Communications and Outreach will develop, execute, and assess OIG-wide communications and media outreach strategies, serve as department spokesperson to the news media, and arrange news conferences and interviews for Office personnel.
- The Director of Communications and Outreach will assist the Inspector General and senior staff with the preparation of external presentations about the Office and its police oversight work and will also be responsible for producing and updating materials to share with external stakeholders, including pamphlets, fact sheets, and the OIG website.
- The Director of Communications and Outreach will work with other city departments' and external law enforcement agencies' communications personnel to ensure coordinated strategies and messaging consistent with the goals of the Office.

**ANNUAL SALARY:** Commensurate with experience up to \$101,664

**RESIDENCY REQUIREMENT:** Employees must be a resident of the City of Chicago and proof of residency is required at the commencement of employment.