INFORMATION COORDINATOR
(Office of Inspector General)

Visit www.igchicago.org to apply

Under the direction of the Director of Communications and Outreach, this position leads and assists internal and external communications for the Office of Inspector General.

DUTIES:
- Develops, coordinates, and evaluates communication and public information campaigns to promote department reports, events, and outreach initiatives.
- Drafts and edits informational materials (e.g., press releases, public service announcements, brochures, flyers) for the general public or specialized groups.
- Prepares and manages digital collateral including the design and production of graphic arts, video, website content, and presentations.
- Utilizes social media platforms (e.g., Facebook, Twitter, etc.) and content management systems to communicate department goals, events, and outreach initiatives.
- Assists in crafting digital strategies to advance OIG’s communications goals internally and externally.
- Establishes and maintains collaborative relationships with department and City staff, community and government leaders, news media and academics.

Evaluates the effectiveness of outreach programs and engagement activities.

MINIMUM QUALIFICATIONS:
Graduation from an accredited college or university with a Bachelor’s Degree in Journalism, Communications, Business Administration, Public Administration, Humanities or a directly related field, plus four years of experience in the development and implementation of public information or outreach programs, or an equivalent combination of education, training and experience.

PREFERRED QUALIFICATIONS:
- Degree in communications, marketing, social science, or community development.
- Knowledge of, and demonstrated interest in, government, law enforcement, criminal justice, police oversight, and/or civil rights issues.
- Experience conducting research; skills and abilities in data analysis and translating complex issues into actionable efforts.
- Strong digital fluency, familiarity with social media platforms, campaign management software, and a willingness to learn new applications and identify innovative ways to utilize technology to support organizational objectives.
- Passionate, detail-oriented, and enterprising individual who is collaborative and innovative.
- Excellent command of grammar with working knowledge of Chicago Manual Style or equivalent.
- Strong proficiency with Microsoft Office and graphic design applications.
- Strong problem solving, critical, creative, and design skills.
- Considerable knowledge of the principles and practices of public relations/communications/marketing; developing public information, communication, and media campaigns; and producing written and on-line communication materials.

ANNUAL SALARY: Range: $67,944 – $110,688 (annual increases first three years)
Starting $67,944 (non-negotiable); Post successful six-month review $71,196
KNOWLEDGE SKILL AND ESSAY REQUIREMENT: A passing score on a knowledge skill test(s) and/or essay may be required.

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

WE VALUE DIVERSITY
The Office of the Inspector General (OIG) is an equal opportunity employer. OIG is an inclusive organization that hires and develops all its staff of all levels regardless of race, religion, color, ethnicity, national origin, ancestry, marital or parental status, sex, gender expression or identity, sexual orientation, physical or mental ability, age, veteran status, and all other characteristics protected by law.

OIG strives to create the kind of workplace where a socially diverse mix of people can thrive professionally. We pride ourselves in meeting our legal charge to promote economy, effectiveness, efficiency, and integrity in government. Through the hard work of our passionate and innovative team, OIG aims to serve every community with equity, respect, and dignity.

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY AND MILITARY FRIENDLY EMPLOYER
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.