



Digital Communications Coordinator (Information Coordinator) (Office of Inspector General)

Visit www.igchicago.org to apply

Under the direction of the Director of Communications and Outreach, this position plays a crucial role in the development and implementation of the Office of Inspector General's (OIG) digital communications and marketing strategies, including public relations, event publicity, community engagement, and digital/social media management.

DUTIES:

- Administers, develops, and drives traffic for OIG websites
- Manages digital and social media assets, including the design and production of graphics, newsletters, videos, website content, and presentations
- Utilizes social media platforms (e.g., Facebook, Twitter, LinkedIn) to communicate department goals, events, and outreach initiatives
- Strategizes and designs digital outreach campaigns to increase social media following and general engagement
- Plans, develops, and disseminates public information campaigns designed to keep the public informed about OIG's reports, accomplishments, and events
- Establishes and maintains collaborative relationships with department and City staff, community organizations, news media, and academics

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Journalism, Communications, Public Administration, Humanities or a directly related field, plus four years of experience in the development and implementation of public information or digital outreach, 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
- Strong digital fluency; familiarity with social media platforms and campaign management software; and a willingness to learn new applications and identify new ways to utilize technology to support organizational objectives
- Excellent command of grammar with working knowledge of Chicago Manual Style or equivalent
- Strong proficiency with Microsoft Office and graphic design; experience working in WordPress and Adobe
- Passionate, detail-oriented, and enterprising individual who is collaborative and innovative
- Strong critical, creative, and design skills
- Considerable knowledge of the principles and practices of public relations, communications and marketing

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.