



## Job Announcement

### Position: Director of Public Information

The Chicago Board of Elections (“Board”) is currently conducting a search for a Director of Public Information. The Director of Public Information’s primary function will be to effectively communicate the Board’s critical election information to the general public and media outlets. This person will also be responsible for managing the Board’s Public Information Department.

This position is classified as Exempt under the Fair Labor Standards Act.

#### **Salary Range**

(\$90,000-\$100,000)

#### **Duties/Responsibilities:**

- Collaborates with executive leadership to develop a public information strategic plan for the Board.
- Acts as the Board’s spokesperson.
- Prepares press releases and written information for distribution by media outlets.
- Plans, prepares, and posts all public-facing communications for social media and other online platforms.
- Drafts speeches and arranges interviews for executive leadership.
- Working with the Board’s FOIA Officer, responds to requests for information from the media.
- Assists executive leadership in developing presentations and other important public messages.
- Collaborates with IT department in the development and maintenance of the Board’s website.
- Collaborates with managers to review and oversee all distribution of public outreach mailings and other communications.
- Ensures that all materials present a clear, unified, and positive image for the Board.
- Promotes and attends special events and functions as directed by executive leadership.
- Promotes and reports on election milestones and activities as directed by executive leadership.
- Develops and maintains positive professional relationships with members of the media.
- Performs other related duties as assigned.

#### **Preferred Qualifications:**

- Bachelor’s degree from an accredited college in Public Relations, Communications, Journalism, Marketing, or related field.
- Three to five years of experience in public relations, communications, or related field, with public sector experience a plus.
- Demonstrated ability to write compelling, concise press releases and speeches.
- Demonstrated ability to effectively speak in public.
- Demonstrated ability to handle difficult situations in public settings.
- Excellent interpersonal and collaboration skills.
- Ability to offer sound media relations advice to executive leadership.
- Excellent time management skills with a proven ability to meet deadlines.
- Extremely proficient with Microsoft Office Suite and desktop publishing software.
- Excellent organizational skills and attention to detail.
- Must be available to work extended hours, including evenings and weekends.
- Must be a City of Chicago resident.

**All applications for this position will be received via email and must include a resume and cover letter. E-mail to: [hr@chicagoelections.gov](mailto:hr@chicagoelections.gov) include in the subject line: Director of Public Communications Position/Your Name. Application deadline is Friday, April 30, 2021, 3:00p.m. CST.**