



OFFICE OF THE CITY TREASURER

MELISSA CONYEARS-ERVIN • TREASURER • CITY OF CHICAGO

Diversity, Equity, and Inclusion

Communications Manager

Position Description

Want to make a meaningful difference for the City of Chicago?

The Office of the City Treasurer is seeking a self-motivated, talented and proven Communications Manager to join Diversity, Equity & Inclusion (DEI) team. We are seeking a seasoned communication's professional who is passionate about protecting and enhancing our city's strong financial standing, building economic vitality, and ensuring the highest possible value for every tax dollar. This new position will work closely with DEI colleagues: the Strategic Alliances/Partnerships Manager, Community Engagement Manager and Project Managers, plus senior managers as needed. The Communication's Manager reports to the Chief Diversity Officer.

In this position, the individual will produce and manage a high-volume of quality content that engages the Chicago residents and small businesses for building wealth through financial empowerment programs and services. This position oversees brand recognition for the office through DEI programs and services. This position works collaboratively with internal and external government agencies and corporate communication partners.

The main duties include creating innovative informative content, press releases, articles, and media opportunities to share our important information on services offered. The ideal candidate will be an excellent communicator, with brilliant presentation and organizational skills. This is a fast-paced and small office working environment.

As Communications Manager, you will:

- Provide excellent, strategic communications guidance to agency leadership to engage the public's interest in our work
- Craft and execute DEI communications plans and events, identify media opportunities, pitch stories, write/edit news releases and talking points, and coordinate media interviews.
- Establish and maintain positive, professional relationships with the media, governmental, agency and corporate partners, plus other valuable stakeholders
- Collaborate with all internal teams to create standardized and compelling communications for internal and external dissemination



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- Oversee the department's website, internal communications, and social media
- Creates informative and interesting press releases, press kits, media alerts, newsletters, and related marketing materials on behalf of DEI initiatives. (List not inclusive.)
- Develops and implements effective communication strategies that are innovative and build brand awareness programs and service offerings
- Plans and manages the design, content, and production of all print and digital marketing materials
- Delivers content through the various media channels
- Experience writing effectively for broad audiences through op-eds, reports, briefing papers or other similar outlets
- Works closely with the office's communication Manager to deliver content, generate new ideas and strategies
- Supervises projects to guarantee all content is publication-ready
- Create communication and marketing strategies for events and/or services offered
- Oversees social media campaigns
- Proof-reading content from subject-matter experts to achieve consistent messaging across all Treasury activities
- Responds to communication-related issues in a timely manner
- Other duties as assigned

The Right Candidate has:

- Bachelor's degree in communications, journalism, public relations, or relevant field
- A minimum of 5 years' experience in a similar role
- Great writing/editing skills with expertise in drafting talking points, speeches, and press releases
- On behalf of DEI, experience pitching media, booking interviews, and responding to reporter inquiries; on-the-record experience is a plus
- Strong familiarity with best practices for the social media accounts of an elected official
- Demonstrated success developing DEI strategic communications plans and identifying press opportunities around complex issues



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- Excellent analytical and time-management skills
- Strong project management skills with ability to supervise multiple projects
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Ability to work nonstandard hours and travel as necessary
- Experience working for an elected official
- Proven experience creating targeted content is advantageous
- Strong knowledge of communication practices and techniques
- Outstanding written and verbal communication skills with the ability to deliver clear, concise and accurate messaging on a wide variety of topics
- Must be able to multitask and work well under pressure
- Excellent organizational and leadership abilities
- Expert in the navigation and implementation of communication's technology platforms

Forward Resume and Cover Letter to: city.treasurer@cityofchicago.org

Residency Requirement: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

**City of Chicago
Lori E. Lightfoot, Mayor**

**Department of Human Resources
Christopher Owen, Commissioner**