



CITY OF CHICAGO OFFICE OF THE CITY TREASURER

Integrated Marketing Communications Specialist – City Treasurer Office

JOB ANNOUNCEMENT

Number of Vacancies: 1

The City of Chicago Treasurer's Office is seeking an Integrated Marketing Communications Specialist to produce high-quality content that engages the Chicago residents and builds brand recognition for the City of Chicago Treasurer's Office.

Responsibilities of this position include, but are not limited to:

- Supervise projects to guarantee all content is publication-ready
- Create communication and marketing strategies for events and/or services offered.
- Work with the Public Information Officer to generate new ideas and strategies.
- Develop and implement effective communication strategies that build awareness of office initiatives.
- Create informative and interesting press kits, media alerts, newsletters, websites, and related marketing materials.
- Plan and manage the design, content, and production of all online and marketing materials.

Minimum Qualifications and Experience:

- Bachelor's degree in communications, journalism, public relations, or a directly related field from an accredited college or university.
- A minimum of 5 years' experience in a similar role.
- Proven experience creating targeted content is advantageous.
- Prior experience in the financial services industry and/or knowledge of financial services and products, is a plus

Knowledge, Skills, and Abilities

- Strong knowledge of government communication practices and techniques.
- Excellent verbal and written communication skills
- Creative and self-starter: the ability to initiate the crafting of engaging and compelling content and images
- Well organized and able to multitask and work well under pressure
- Excellent organizational and leadership abilities.

Other Work Requirements:

- Initiative
- Adaptable/Flexible
- Dependability
- Attention to Detail

- Innovative

THIS POSITION IS SHAKMAN EXEMPT

Application Process

You must submit the following documents to:

- Resume (*required*)
- Cover letter
- Portfolio that demonstrates your expertise

Amanda Brown
CTO Director, Human Resources
City Treasurer Office
Amanda.Brown@cityofchicago.org

RESIDENCY REQUIREMENT

All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in Section 2-152-050 of the City of Chicago Municipal code. Proof of residency will be required.

City of Chicago
Lori E. Lightfoot
Mayor

Department of Human Resources
Christopher Owen
Commissioner

Annual Salary
\$79,176

[121 NORTH LASALLE STREET, ROOM 106, CHICAGO, ILLINOIS 60602](#)