



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Advocacy Director
Division: Unclaimed Property
Salary: Commensurate with experience
Location: Springfield, Illinois

Overview: This individual acts to ensure compliance with statutory obligations and reporting requirements and reviews transactions involving Unclaimed Property. Identifies focus areas to ensure unclaimed property reporting. Responsible for representing and informing consumers, and advocating on their behalf to improve their quality of life, and conducts research to identify opportunities for public education and awareness regarding Unclaimed Property. Targets groups or organizations in order to identify individuals within that group who may benefit from Unclaimed Property and provides support on strategic outreach planning to enhance the effectiveness of the office communications to the public.

Duties and Responsibilities:

- Works with Unclaimed Property & Legal Divisions to identify industries to educate them on the need for compliance with the Unclaimed Property Act.
- Facilitates a proactive approach to customer satisfaction through the establishment of partnership meetings with key stakeholders.
- Demonstrates a hands-on approach for problem solving and solutions and informs management immediately if common issue arises.
- Facilitates the coordination of internal resources to resolve complex problems.
- Utilizes the ability to research and analyze pending claims and holder reports to identify areas to focus or issues that the Office should communication on.
- Prepares and/or edits Unclaimed Property written materials intended for public distribution.

Education and Work Experience: Bachelor's Degree in Communications or any other related field; five (5) of more years of experience in journalism or related field; one (1) or more years of experience working with media and reporters and established contacts in communications field; OR any equivalent combination of education and experience that provides the required knowledge, skills and abilities to carry out the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to:
Deputy Chief of Staff for Human Resources & Equal Employment Opportunity

Email: HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer • Applicants must be lawfully authorized to work in the United States.

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