



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Community Affairs Specialist
Division: Civic Engagement
Union: Teamsters Local 916
Salary: Commensurate with experience
Location: Chicago, Illinois

Overview: Responsible for developing marketing initiatives and making presentations to promote the various programs offered by the State Treasurer's Office. Employees in this title are required to inform the public about the Office's Linked Deposit programs, Financial Education, Unclaimed Property, Bright Start and the Illinois Funds/E Pay program. To further advance the programs and services offered by the State Treasurer's Office, the Community Affairs Specialist is required to proactively identify, develop and establish new outlets while building relationships that provide opportunities to raise public awareness. Approximately 75 percent of the employee's time is in the field attending events and various meetings.

Duties and Responsibilities:

- Develops and maintains a solid working knowledge for all office programs
- Nurtures and advances business relationships with current contact portfolio to create opportunities for all office programs offered by the Treasurer's Office
- Creates new business relationships to promote opportunities for office programs
- Targets groups or organizations in order to identify individuals within that group who can benefit from office programs
- Performs professional networking for the Treasurer
- Creates and coordinates educational forums throughout the state partnering Illinois State Treasurer programs with all appropriate entities such as: religious and community leaders; chambers of commerce; labor organizations; local government; educational institutions; senior citizens advocates; community organizations and any other appropriate partners
- Assists in obtaining goals for all office programs
- Provides support on strategic outreach planning to enhance effectiveness of office communications to the public
- Works with scheduling department on coordinating public appearances
- Speaks publicly about program offerings of the State Treasurer's Office including but not limited to: Linked Deposit programs, Financial Education, Unclaimed Property, Bright Start and the Illinois Funds/ E-Pay program
- Conducts research on opportunities for advancement of all programs offered by State Treasurer's Office

Requirements/Qualifications: Bachelor's degree in business or any related field; two (2) or more years related work experience in related 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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