

Office of the Illinois State Treasurer
Position Description

Position Title: Communications Intern
Division: Communications
Domicile: Chicago or Springfield

Position Summary:

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, communications, information technology, policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

Supervision:

Reports to the Deputy Communications Officer or Digital Director – Chicago
Chief Communications and Civic Engagement Officer - Springfield

Supervisory Responsibilities:

N/A

Duties and Responsibilities:

- Research, including the interviewing of people.
- Draft internal and external communications, such as but not limited to, press releases, newsletter content, communication to third parties.
- Write and edit copy on a tight deadline.
- Fact-check information.
- Photography for social media posting as needed.
- Monitor and contribute to social media.
- Post content to internal and external websites after proper approvals.
- Interface with media as needed.
- Story pitch.
- Maintain and update contact lists.
- Compile and manage clips.

Specific Skills:

- Reliable and detailed oriented, excellent organizational aptitude
- Positive “can-do” attitude and strong overall work ethic
- Work well with others in a team environment
- Ability to multi-task and focus a time-sensitive environment
- Exceptional written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

Communications Intern Learning Objectives

Upon completion of this internship, you will have learned:

- The basics of how fast paced press and communications operation functions
- Best practices on working and communicating with the media
- How to draft written materials to promote a program and communicate with stakeholders