



Community Engagement Specialist

Village of Lisle

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Closing Date:
Salary: \$58,685-\$68,955 DOQ

Description:

Community & Position Summary:

The Village of Lisle is looking for a Community Engagement Specialist! This is a new position and it represents an exciting opportunity to take the Village's efforts of collaborating with the community to the next level. We are seeking an enthusiastic and creative individual who will grow and enhance services and events aimed at engaging with the community. As a key member of the Village Manager's Office, the selected candidate will build long-lasting relationships between community members and the Village to foster fruitful partnerships that benefit the Lisle community.

Lisle is a vibrant and dynamic community located in Chicago's western suburbs with a high quality of life. Called "The Arboretum Village," the community is situated along the prestigious I-88 Corporate Corridor just 26 miles west of Chicago's loop in DuPage County. With a nature-themed downtown, Lisle is home to 750 businesses located in a variety of business districts including corporate headquarters of AST, Navistar, REMPRES, Molex, SunCoke Energy, and Leeco Steel. Lisle has beautiful neighborhoods, three full-service hotels, Benedictine University, a growing local/independent restaurant scene, extensive recreational opportunities through the Lisle Park District, and excellent schools all within just a short train ride to downtown Chicago.

Under the direction of the Assistant Village Manager, the Community Engagement Specialist will be tasked with developing a plan for advancing Village communication efforts, researching and devising best-practice community engagement methods, crafting and conducting surveys to inform the delivery of Village services, and collecting, maintaining, and interpreting data for reporting. This individual will serve as the main contact for marketing, planning, and coordination of Village events such as Celebrate the Season, Independence Day Celebrations, and National Night Out.

Principal Responsibilities:

Serve as primary manager of the Village's communication platforms including social media and website; plan and generate content aimed at engaging with audiences, respond to questions and inquiries; implement tactics to increase reach and engagement.

Serve as the main contact for development, marketing, planning, and coordination of Village events. Provide organizational support and assistance for economic development marketing efforts and events run by community stakeholders.

Research, devise, and carry out best-practice community engagement methods.

Under supervision, proactively disseminate concise and timely information regarding Village services, pending development, special projects and initiatives, topical issues, potential hazards and emergencies, community events, and other priority subjects of information.

Build suitable and collaborative partnerships with resident groups and other community organizations to best inform the development, planning, and administering events/programs that best contribute to a welcoming community and high quality of life.

Continuously identify, develop and use interactive and innovative technologies to inform and engage the community; develop, plan, and schedule specific communication and outreach strategies to reach all populations found within the community.

Facilitate the development and implementation of creative engagement efforts that build bridges and provide community members more opportunity to learn about, discuss, and participate in key community issues.

Create and edit visual content including complex video, motion graphics, and photographic, audio and other content.

Use of Office Software & Office Equipment

Strong abilities to use software systems and modern office equipment; ability to create, edit, produce, and publish short videos.

Use of word processing, desktop publishing, spreadsheet and data base software for the generation of reports, production of outreach materials, and other routine tasks.

Routine use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Qualifications & Experience:

Graduation from an accredited college or university with a bachelor's degree or equivalent is desired, plus 2-3 years of experience in communications, marketing, public relations, journalism or a similar field.

Possession of a valid driver's license.

Compensation

This position is FLSA exempt with an excellent benefit package, including health and life insurance, IMRF pension, vacation time, paid holidays and sick days. Starting salary range for this position is \$58,685-\$68,955 DOQ.

To Apply

Candidates are encouraged to apply by October 24, 2022 by applying online at <https://www.villageoflisle.org/> and submitting an application, resume, and cover letter to hr@villageoflisle.org. Please reference Community Engagement Specialist in the subject line of your email.