



## **Community Engagement Specialist**

### Village of Lisle

**Contact Name:** Patti Anderson

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**Closing Date:**

**Salary:** \$61,657-72,447 DOQ.

#### **Description:**

The Village of Lisle is looking for a Community Engagement Specialist! 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.

Under the direction of the Assistant to the 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 Lights of Lisle, Independence Day Celebrations, Sustainable Saturday and National Night Out.

#### **Principle Responsibilities**

Serve as primary manager of the Village's communication platforms including social media and website; plan and generate content that is accurate, up-to-date, and dynamic that aims to 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.

Flexibility to work evenings and weekends to attend meetings or special events, as needed, to take photos/videos of happenings in the Village to produce materials and communications.

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; coordinates the production and distribution of a newsletter and other printed communications.

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; develop event flyers, posters and eye-catching social media graphics. Coordinate the review process for commercial filming permits.

### **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.

### **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 \$61,657-72,447 DOQ.

### **To Apply**

Candidates are encouraged to apply by July 31, 2024 by applying online at <https://www.villageoflisle.org/>