



Communications Specialist

Village of Itasca

Contact Name: Cindy Sliwinski

Contact E-mail: csliwinski@itasca.com

Contact Phone: 630-228-5634

Closing Date:

Salary: \$60,000 - \$65,000 DOQ

Description:

The Village of Itasca is excited to announce the creation of a new Communications Specialist position primarily responsible for maintaining Village-wide communication efforts and coordinating community events. This full-time position, reporting to the Assistant to the Village Administrator, will play a pivotal role in promoting the Village of Itasca across media platforms.

General Responsibilities:

- Assist in the drafting and implementation of a Village-wide communication plan including the design and creation of content for all print and online media platforms.
- Recommend, develop, and implement guidelines, regulations, and procedures regarding brochures, articles, fact sheets, photographs, videos, web pages, graphics, news releases, and other materials.
- Coordinate Village-sponsored community events by assisting in securing event sponsorships, managing vendors, purchasing supplies, and providing on-site support during events.
- Collaborate with various external organizations to complete the Village's approval process and ensure successful community events hosted by these organizations.
- Perform all other duties as assigned by the Assistant to the Village Administrator.

The Successful Candidate Will Possess:

- Ability to maintain positive working relationships with stakeholders including the Village Board, staff, businesses, outside organizations, etc.
- Proficiency with Microsoft 365 Office Suite, including Outlook, Teams, PowerPoint, and Word.
- Proficiency in social media platforms (Facebook, LinkedIn, Instagram).
- Experience with graphic design software, preferably Canva, and video editing software is preferred.
- Availability to attend events outside of regular business hours as required.
- Ability to prioritize work and adapt to new work assignments.
- Knowledge of computers, software and modern office practices and procedures.

Requirements:

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, Recreation and Parks Administration, or a related field.
- Minimum of two years of experience in communications, with strong written and verbal communication skills, expertise in social media management, and content creation.
- Proven track record in professional event planning and management, with at least two years of relevant experience.

The anticipated starting salary for this position is \$60,000 - \$65,000 plus an excellent benefits package including IMRF pension participation. As an FLSA exempt position, this position allows for flexibility in work hours under the direction of the Assistant to the Village Administrator.

To be considered for this position, apply at <https://recruiting.paylocity.com/recruiting/jobs/All/1f3e5d9a-3f3f-42f5-836e-95c8b4616589/VILLAGE-OF-ITASCA>. Interested candidates should be prepared to submit a writing sample and examples of marketing materials (e.g., brochures, social media posts, email campaigns, etc).

Applications will be accepted until Friday, August 9, 2024. The application review and interview process will begin immediately as the position is currently vacant.

The Village of Itasca is an Equal Employment Opportunity Employer