



Communications Specialist

Village of Lincolnwood

Contact Name: Lamar Jones
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Closing Date: 2025-03-17
Salary: \$75,725 – \$102,230

Description:

The Village of Lincolnwood, Illinois (13,463 – 2020 census) is a diverse and professionally-managed home-rule municipality on the northern border of the City of Chicago with a unique blend of residential, commercial, and manufacturing areas. The Village is seeking a creative, strategic, and detail-oriented Communications Specialist to oversee and manage the community's communication efforts. Reporting to the Assistant Village Manager, the Communications Specialist is responsible for developing and executing communication strategies that highlight the Village's initiatives, investments, programs, events, and people.

Essential Duties and Responsibilities

- Designs, edits, and develops the Village Connections print newsletter, Lincolnwood Local e-newsletter, and Parks and Recreation seasonal brochure and e-newsletter.
- Prepares promotional materials for Parks and Recreation programs and events and works closely with supervisory staff to monitor rosters to maximize attendance.
- Oversees the Village's website and updates content to highlight timely information and confirm accuracy.
- Develops and executes social media and communication strategies to increase engagement, followers, and brand awareness.
- Attends special events and programs to photograph and record. Shares live updates and post-event summaries, as appropriate. Maintains accessible files of all photos and videos.
- Designs flyers, logos, t-shirts, banners, documents, mailers, signage, and other items to support Village events and programming.
- Collaborates with all Departments to coordinate the distribution of information to Village residents, businesses, and employees. Ensures all communication is presented in a consistent voice with brand standards.

- Promotes and maintains positive community relations with the public and staff.
- Develops an annual sponsorship plan and solicits and secures sponsorships for Village programs and events, including but not limited to Summer Concerts, Turkey Trot, and Lincolnwood Fest.

Required Skills/Education/Experience

A bachelor's degree in communications or a related field is required. Three to five years of experience in communications is preferred, with municipal experience being a plus. Proficiency in Microsoft Office Suite, social media platforms, Canva (or similar design tools), and Constant Contact (or similar email marketing platforms) is also preferred.

Hours and Compensation

This is a full-time, exempt position. The salary range for this position is \$75,725 – \$102,230 annually, and the anticipated hiring range is between \$75,725 – \$88,978 annually, depending on qualifications. All applicants must be able to work 9:00am – 5:00pm, Monday through Friday and attend events, programs and meetings outside of normal business hours when required. The Village of Lincolnwood offers a comprehensive and competitive benefits package that includes Blue Cross PPO and High Deductible Medical Coverage, Delta Dental PPO and HMO plans, life insurance, vision insurance, participation in the Illinois Municipal Retirement Fund (IMRF), paid sick, vacation and holidays, along with other benefits. Applicants can find the general description of benefits in the Summary of Benefits Document posted on the website.

Application Process

To apply, please complete the Village's application process located at www.lincolnwoodil.org/employment. The Village will continue to accept applications until 5:00pm Monday, March 17, 2025. The Village of Lincolnwood is an equal opportunity employer.