



Communications Specialist

City of West Chicago

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Closing Date: 2025-10-12

Salary: \$73,181.00 - \$102,453.00

Description:

Help Us Tell West Chicago's Story

Do you believe in the power of storytelling to connect people, inspire pride, and strengthen community? The City of West Chicago is seeking a Communications Specialist to join our Business & Community Relations Department. This team is dedicated to advancing outreach, engagement, and investment as the pillars of a healthy, thriving, and inclusive community.

About the Role

The Communications Specialist is a hands-on, creative communicator who will help tell West Chicago's story—its people, businesses, culture, and opportunities. This position is responsible for managing the City's website, social media channels, digital platforms, and public information efforts, with a focus on creating compelling and accessible content that reaches a wide range of audiences. Working collaboratively with the Director and colleagues across the Department, the Communications Specialist will ensure that City messaging is accurate, timely, and engaging, while reflecting equity, inclusion, and transparency. The role will support not only internal communications needs such as service reminders and construction updates, but also external-facing efforts that highlight economic development initiatives, cultural programming, and special events.

What You'll Do

- Create and share content that tells the story of West Chicago—through articles, graphics, photos, videos, and podcasts.
- Manage the City's website and social media platforms, ensuring content is user-friendly, accessible, and consistent with the City's brand.
- Support the implementation of the City's Marketing & Communications Plan, helping to translate strategies into real-world messaging.
- Collaborate with the Events & Cultural Programs Manager and Business Support Specialist to promote City-hosted events, business initiatives, and cultural programs.
- Design and conduct community surveys, gathering insights that inform City decision-making and reporting results back to residents and stakeholders.
- Provide timely updates during emergencies and key City announcements, ensuring the community receives accurate and reliable information.

- Contribute to a collaborative team environment by supporting projects across the Department and taking initiative to advance shared goals.

What We're Looking For

- A storyteller with excellent writing, editing, and digital content skills.
- Experience managing social media accounts, websites, and digital communications.
- A collaborative, team-oriented professional who thrives in a dynamic, deadline-driven setting where priorities can shift quickly.
- Someone who takes initiative, embraces innovation, and understands the role of communications in building community trust.
- Commitment to accessibility standards in digital and print communications, ensuring all residents can engage with City information.
- Bilingual in English and Spanish preferred, to effectively serve West Chicago's diverse community.

Qualifications

- Bachelor's degree in Communications, Marketing, Public Relations, Journalism, or a related field (or equivalent experience).
- 2–3 years of professional experience in communications, marketing, or public relations, preferably in local government or nonprofit organizations.
- Strong ability to translate complex information into clear, accessible messaging.
- Skilled in social media management, web content systems, photography, and video production.

Why Join Us?

This is more than a communications role—it's an opportunity to shape how residents, businesses, and visitors see West Chicago. As part of the Business & Community Relations Department, you will play a central role in building awareness, celebrating diversity, and fostering civic pride.

Salary and Benefits

The City of West Chicago offers a competitive benefits package to full-time employees. The City aims to maintain a generous blend of benefits that supports employees at all career and life stages. Insurance benefits include a choice of PPO or HMO plans for medical, prescription, and vision coverage. Dental and basic life insurance coverage are employer-paid. The City participates in the Illinois Municipal Retirement Fund for eligible employees. Voluntary benefits include flexible spending accounts (FSAs), deferred compensation plans (457b), supplemental life insurance for the employee and dependents, specialty insurance plan options, paid time off (e.g. sick, vacation, and personal time), health and wellness offerings, among other benefits.

How to Apply

All applicants must apply through the City of West Chicago Careers portal: <https://www.governmentjobs.com/careers/westchicago>. The full position description is available in the careers portal. The City of West Chicago is an Equal Opportunity Employer.