



## **Director of Communications and Outreach - Village of Schaumburg, IL**

Village of Schaumburg

**Contact Name:** GOVHR Department

**Contact E-mail:** resume@mgt.us

**Contact Phone:** 847-380-3240

**Closing Date:**

**Salary:** \$198,551

### **Description:**

**The Village of Schaumburg, IL (pop. 78,723)** As a driver of communications and marketing, you will be in a unique position to impact our community from staying on top of the latest social media trends to crafting thoughtful communications for a variety of mediums. Schaumburg is a vibrant community located just 28 miles northwest of Chicago and is a haven of opportunity and growth. As a thriving hub of excellence, Schaumburg has it all. It's a place where high-quality municipal services and economic development meets a myriad of cultural and recreational amenities. Schaumburg is a full-service municipality staffed with professional employees who are expected to think strategically, be accessible and responsive, embrace change with the ability to develop and achieve annual goals.

The Director of Communications and Outreach takes responsibility to direct village communications that support and align with the village's mission, policies, branding and corporate goals. The Director has the benefit of a formal village-wide strategic communications plan to guide individual departments as well as the Village message. The Director is appointed by and reports to the Village Manager. Established in 2019, the department includes the following positions: the Director of Communications and Outreach, Communications Specialist, Web & Multimedia Specialist, Video Producer/Editor (PT) and Video Technician (PT). Contracted support includes a website coordinator and graphic designers for special projects.

### **Top Candidates will bring:**

**Advanced knowledge** - a thorough understanding of communications with a track record of developing and executing communication strategies to reach audiences while ensuring consistency in branding and messaging.

**Collaborative Expertise** - the talent to facilitate collaboration, integrating and solving problems to ensure both content and projects are meeting objectives and deadlines.

**Customer Centric** - experience working with internal and external stakeholders and the ability to establish and maintain relationships with a variety of individuals and organizations.

**Dedicated Professionalism and Leadership** - an individual who displays confidence, is honest,

fair and possesses integrity, who will be hard-working, creative and ethical and who leads by example in a highly transparent organization.

Master's Degree in Communications, Journalism, English, Public Relations, or related field or the ability to obtain within three years. A minimum of five years of progressively responsible experience in communications or related fields, preferably in a government setting. A minimum of five years of managerial experience coordinating a range of activities undertaken by others that involve directing, monitoring and evaluating staff performance.

Schaumburg offers a competitive hiring range up to \$198,551 with a comprehensive, competitive benefits package with coverage that begins on the first day of employment, including health, dental, vision, and life insurance, medical and dependent care flexible spending accounts and a defined pension through the Illinois Municipal Retirement Fund. View more information about benefits and the salary range on the Village's website. This position offers flexibility for life events where remote work can be utilized. Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with resume, cover letter, and contact information for five professional references immediately, to the attention of Kathleen (Katy) Rush, MGT Approved Independent Executive Recruiter. This position is open until filled with first review of applications on April 27, 2026. Confidential inquiries are encouraged to learn more about this opportunity by calling 847-380-3240 ext.122.