



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Position Title: Invest in Illinois Program Manager
Division: Policy and Programs
Salary: Commensurate with experience
Location: Chicago

Overview: Oversees financial education programming and outreach on behalf of the Illinois Treasurer's Office. Functions of this position include, but are not limited to: interacting with and providing guidance to senior staff in regards to ongoing financial capabilities initiatives, cultivating relationships and forging partnerships with external governmental, non-profit, and private organizations that share similar goals of financial empowerment, capability, literacy, and education, and researching, developing, and executing financial education programming strategies and initiatives under the direction of the Chief Policy and Programs Officer. Attendance and travel are an essential function of this position.

Duties and Responsibilities:

- Researches, develops and executes financial education programming strategies and initiatives under the direction of the Chief Policy and Programs Officer,
- Cultivates relationships, forges partnerships, and serves as the primary point of contact with external governmental, non-profit, and private-sector organizations that share similar goals of financial empowerment, capability, literacy, and education,
- Monitors, briefs, and advises the Chief Policy and Programs Officer on city, state, and national non-profit, governmental, and private-sector financial education initiatives,
- Researches, develops, and coordinates financial education legislation with the Chief Policy and Programs Officer and the Director of Legislative Affairs,
- Represents or coordinates the representation of the Treasurer at public events related to financial education. This representation includes but is not limited to: testifying before the General Assembly; representing the Treasurer's Office in meetings; speaking individually to General Assembly members, partisan staffs and interest groups, and responding to legislative and programmatic inquires from state and federal agencies, private interest groups, and citizens.
- Develops public facing events to highlight the Treasurer's financial education initiatives. Interacts with the senior staff and members of the Policy and Programs team to ensure that the Treasurer is prepared for Treasurer's Office events related to financial education throughout the state by preparing briefing memos and binders, talking points, and various other types of informational material for both the Treasurer and the general public.

Education and Work Experience:

Bachelor's Degree in Political Science or any other related field; four (4) or more years of experience in the legislative field; two (2) or more years of experience in writing and developing policy; two (2) or more years of management experience; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Application Process: Send a completed employment application, a letter of interest and resume via email to:

Director of Human Resources & Equal Employment Opportunity

Email: HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer • Applicants must be lawfully authorized to work in the United States

State Capitol
Room 219
Springfield, IL 62706
Phone: (217) 782-2211
Fax: (217) 785-2777
TTY: (866) 877-6013

James R. Thompson Center
100 West Randolph Street
Suite 15-600
Chicago, IL 60601
Phone: (312) 814-1700
Fax: (312) 814-5930
TTY: (866) 877-6013

Illinois Business Center
400 West Monroe Street
Suite 401
Springfield, IL 62704
Phone: (217) 782-6540
Fax: (217) 524-3822
TTY: (866) 877-6013

Myers Building
One West Old State Capitol Plaza
Suite 400
Springfield, IL 62701
Phone: (217) 785-6998
Fax: (217) 557-9365
TTY: (866) 877-6013