



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS
JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Outreach Assistant
Division: Civic Engagement
Salary: Commensurate with experience
Location: Springfield, Illinois

Overview: Responsible for developing marketing initiatives and making presentations to promote the various programs offered by the State Treasurer's Office. To further advance the programs and services offered by the State Treasurer's Office, the Outreach Assistant is required to proactively identify, develop and establish new outlets while building relationships that provide opportunities to raise public awareness. Approximately 75 percent of the employee's time is in the field attending events and various meetings.

Duties and Responsibilities:

- Develops and maintains a solid working knowledge for all office programs
- Advances business relationships with current contact portfolio to create opportunities for all office programs offered by the Treasurer's Office
- Creates new business relationships to promote opportunities for office programs
- Targets groups or organizations in order to identify individuals within that group who can benefit from office programs
- Creates and coordinates educational forums throughout the state partnering Illinois State Treasurer programs with all appropriate entities such as: religious and community leaders; chambers of commerce; labor organizations; local government; educational institutions; senior citizens advocates; community organizations and any other appropriate partners

Specific Skills:

- Creativity, initiative, good judgment, and the ability to communicate thoughts clearly and simply
- Decision making, problem solving, event organizing and research skills
- Ability to be a self starter and work in a fast-paced, team environment
- Must be proficient in computer software programs such as Microsoft Excel, Outlook, Word and Power Point
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public

Requirements/Qualifications: Bachelor's degree in business or any related field; two (2) or more years related work experience in related field; OR any equivalent combination of education and experience that provides the required knowledge, skills and abilities to carry out the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to:

Chief Operating Officer @ 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

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