



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Press Assistant
Division: Communications
Salary: Commensurate with experience
Location: Chicago or Springfield, Illinois

Overview: Assists Director of Communications and Press Secretary with media inquiries and outreach opportunities. Uses various media relations techniques to convey critical messages to the public. The individual in this position performs the following duties: advancing the programs and services of the office through current and emerging communication tools, preparing and distributing written materials including press releases, speeches and promotional materials, helping to organize press events, managing clips and media lists.

Duties and Responsibilities:

- Work with the media to raise awareness of and build support for Treasurer's Office programs.
- Writes and distributes press releases pertaining to the activities of the Treasurer's Office as well as programs and services offered by the office.
- Writes bullet points for speeches and remarks and provides background research for public appearances and presentations.
- Edits materials produced by Communications staff and reviews letters and correspondence distributed outside the office by other office divisions.
- Advise with regard to the presentation and timing of policy initiative announcements, and anticipate reactions from the press and public.
- Works with scheduling department on coordinating public appearances.
- Works with the Director of Communications, or designee, on the development of policies and programs, including developing concepts, providing input and conducting background research.
- Draft content for newsletters, articles, publications for public distribution.
- Tracking, analyzing and evaluating media coverage using various media monitoring tools.
- Performs other related duties as assigned which are reasonably within the scope of the job duties of the position.

Requirements/Qualifications: Bachelor's Degree in Communications or any other related field; three (3) or more years of experience in journalism, marketing, public policy or related field; one (1) or more years of experience working with media and reporters and established contacts in communications field; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities. Must be available to travel and work after hours and weekends.

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

Director of Human Resources
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.

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Room 219
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