

**Illinois House of Representatives
Office of Speaker Emanuel “Chris” Welch
Communications Specialist**

Job Type: Full time, Payroll
Reports to: Communications Director
Location: Springfield, Illinois
Number of Positions: 1
Date: 04-25-22

Summary: The Communications Unit of the Office of the Speaker offers a unique opportunity for degreed professionals to participate in the political process. Successful candidates show a willingness to handle both large and small tasks, demonstrate an ability to thrive in a professional, fast-paced work environment, can manage a heavy and diverse workload, and display ingenuity to help members perceive and respond to constituent concerns. The Communications Specialist reports directly to the Communications Director.

Essential Functions:

- Condense complex legislative concepts into persuasive and concise writing, including press releases and other public relations staples;
- Develop caucus-wide, regional, and district-specific messaging;
- Develop written and creative communications materials for members of the House Democratic Caucus including but not limited to press releases, opinion pieces and blogs, newsletters, mailers and letters, speeches, social media posts, scripts, and talking points and messaging guidance;
- Provide technical support for members’ communication strategies, working in consultation with staff graphic designers, photographers, and videographers;
- Develop and execute communications plans for members and their districts;
- Build relationships and work with members of local media; and
- Maintain caucus and member website and social media presence

Required Qualifications:

- Bachelor’s degree, preferably in a communications-related field;
- 1-2 years of relevant work or internship experience;
- Strong writing skills with AP style knowledge;
- Persuasion skills, both written and oral;
- Ability to work in an unpredictable work environment and the willingness to work long hours, when needed;
- Professional demeanor and the ability to adapt and work with different or difficult personalities;
- A demonstrated interest in state government, politics and policy, current affairs, public service or non-profit work, particularly in Democratic politics;
- Proficiency of widely-used social media outlets, including knowledge of data analytics;
- Computer proficiency, preferably with the ability to work with data and social media; and
- Candidates with Spanish language skills (both written and oral), especially those who are certified in translation are preferred.

Compensation:

- \$40,000 minimum annual salary

- Health, dental, vision, prescription, behavioral health, and life insurance; for details, visit <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

Work Environment:

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois which is open to the public. Security for the Capitol Complex is provided by Illinois Secretary of State Police.
- The working environment can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the Capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days. On session days, work hours vary and will include early mornings and late evenings in addition to the regular work day. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

Application Information:

Interested candidates should send a resume and cover letter to:

Pamela Lassiter
 Human Resources Director and EEO Officer
 Illinois House of Representatives
 Office of the Speaker
 Stratton Building Room 419
 401 S. Spring Street
 Springfield, IL 62706
jobs@hds.ilga.gov

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

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