



ILLINOIS STATE TREASURER  
ALEXI GIANNOULIAS

## JOB OPPORTUNITY ANNOUNCEMENT

FOR MORE INFORMATION CALL HUMAN RESOURCES AT (312) 814-1700

**Job Title:** Deputy Director of Communications

**Position Location:** The official domicile for this position is Chicago, Illinois.

**Overview:** The Office of the Illinois State Treasurer is seeking a Deputy Director of Communications as part of the Communication Department.

**Responsibilities:** Responsible for responding to inquiries and reaching out to reporters. Writes and distributes press releases pertaining to the activities, programs and services of the Treasurer's Office. Works on policy, including developing concepts, providing input and conducting research. Edits materials produced by communications staff and reviews letters and correspondence distributed by other divisions. Assists with writing and creating marketing materials and reviews and approves publications. Works with scheduling department on coordinating public appearances. Prepares and writes materials for outreach department.

**Requirements/Qualifications:** Bachelor's degree in communications or other related field, Master's degree desired. Five (5) or more years of experience in journalism or related field, one (1) or more years of experience working with media and reporters and established contacts in communications field. Extremely strong writing and editing skills and oral communications skill required. Ability to write and organize thoughts quickly is required. Demonstrated ability to plan and implement communications programs. Strong attention to detail required.

**Application Process:** Send cover letter including salary requirements and resume to Director of Human Resources, Office of the Illinois State Treasurer, 100 West Randolph, Suite 15-600, and Chicago, IL 60601 or email [HR@Treasurer.state.il.us](mailto:HR@Treasurer.state.il.us).

**Deadline Date:** Applications will be accepted until close of business November 20, 2009.