



CIOGC Communications Lead

Full-time position (40 hours a week)

Qualifications / Roles

- This position leads the development and implementation of CIOGC's communications strategies, including, but not limited to, media relations, brand management, event publicity and outreach, and all digital and social media efforts. As such, this position requires an in-depth knowledge of communications, media relations, marketing strategies, social media campaigns, and a passion for social advocacy at the local and national levels.
- Develop and execute a strategic communications plan in consultation with Board, COO and Executive Director to support the organization's mission and objectives. Regularly develop and collaborate on messaging for multiple communication channels (i.e., press releases/statements with talking points, and social media).

Responsibilities

- Responsible for planning, preparing, publishing, and disseminating Council's information both internally and externally (members and public) of the Council's perspectives, programs, and accomplishments. Prepare or guide preparation of written, graphical, audio, and visual marketing material, press relations, creative editorial, and design services to support the communications to press and government agencies. Should act as a spokesperson for the organization when needed. Coordinate special media events such as press conferences etc. Write, prepare, and deliver information for maintaining the goals and communications strategy in publications, announcements, and speeches. Develop new and maintain existing media relationships and partners. Train staff in communications best practices.
- Manages the media interface, including writing press releases, planning and organizing media coverage for major events, and responding to requests on sensitive or controversial issues. Oversee the effective branding and delivery of marketing strategies that increase engagement with the Councils and its program areas, media relations, including outreach to an extensive press list (NBC, ABC, FOX, CNN, and CBS News), for media coverage of council's events and handling any media requests in a timely manner. Maintain website, including making the site as up-to-date and engaging as possible for all Council audiences.
- Guide the design of social media campaigns across all platforms, including Facebook, Twitter, Instagram, and Snapchat. Oversee all content creation, including audio, video, and written content for all programs, and workshops. Facilitate the development and execution of promotional materials around events, outreach, and special initiatives. Provide thought leadership and best practices on how to respond to internal and external communications situations, including any crisis communication incidents that arise.



Compensation

- Access to reliable transportation
- Commensurate with experience

To apply: Email at info@ciogc.org or call 312.506.0070

The CIOGC is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.