



Communications Specialist

POSTED ON JUNE 25, 2021 AND WILL REMAIN OPEN UNTIL FILLED.

Overview:

The Village of Antioch is a community of approximately 15,000 people and is located on the Illinois-Wisconsin border located halfway between Milwaukee and Chicago at the northwest corner of Lake County. Historically, a gateway to the recreational activities of the Chain of Lakes, Antioch contains a historic Downtown that continues to attract new businesses. Antioch is surrounded by Lake County Forest Preserves and the Village takes great pride in its natural resources, as well as its unique downtown with vintage and historic buildings and locally-owned shops, bars, coffee shops, and restaurants. The Village of Antioch is currently working with an outside firm to develop a marketing strategy moving forward.

The Village of Antioch is seeking experienced, qualified, and team-oriented applicants for the position of Communications Specialist. Under the general direction of the Village Administrator, the Communications Specialist supports the internal and external communications strategy, writing and editing content regarding Antioch government services, news, and information primarily for e-newsletters and digital media to include Facebook, Linked-In, and other related communications media. The Communications Specialist is committed to communicating and engaging with Antioch residents and businesses and will regularly interact with leaders within Antioch, ranging from elected officials to staff across departments and divisions. General duties include collaboration with staff to implement the strategic marketing and communication plan, assist in developing and implementing policies, write, edit and integrate messaging and information across all platforms, monitor and interpret analytics and develop strategies to more effectively deliver messages, plan and execute video productions and perform “damage control” when needed. The position reports directly to the Village Administrator. Excellent oral and written communication skills are essential, as well as critical and creative thinking. Must have ability to write press releases, e-newsletters, fliers and brochures, as well as accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone and content. *Position description available upon request.*

Qualifications:

Minimum two (2) years experience in communications strategy development and one (1) year experience in content writing for all media platforms required. Must have proven social media and networking expertise. Certification as a Public Relations Society of America (PRSA), International Association of Business Communicators (IABC) or similar professional organization recommended. Bachelor’s degree in related field and government/public sector experience preferred.

Salary & Benefits:

The salary range begins at \$60,000, + DOQ. An excellent benefits package is available.

How to Apply:

Interested applicants should submit a completed application (available on our website); cover letter, resume, writing sample, and three work-related references to:

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:
lromine@antioch.il.gov

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.