

1601 North Clark Street Chicago, Illinois 60614-6038 312.642.4600 www.chicagohistory.org

## POSITION AVAILABLE

JOB TITLE: Public Communications Coordinator

**DEPARTMENT:** Marketing

FLSA STATUS: Non-exempt

JOB SUMMARY: The Public Communications Coordinator is responsible for executing the communications strategies created by the Vice President of External Affairs. The Public Communications Coordinator will move from media relations to public relations, to digital communications, to assisting with external partnerships. Lastly, the Public Communications Coordinator will manage a range of projects from development to execution.

## **QUALIFICATIONS:**

- Preferred: BS or BA in Communications, Journalism or Related Field
- One to three years experience in public relations or communications, preferably at a not-for-profit institution
- Experience with the execution of communications & PR planning required
- Teamwork; proven ability to working with diverse departments to achieve communications goals
- Proficiency in Microsoft Office Suite required
- Strong research and analytic skills including experience with visitor demographics, and targeted communications required
- Superior oral and written communication skills required; including meticulous editing and proofreading skills
- Excellent interpersonal skills; ability to be flexible, responsive, and directive with media
- Proven ability to plan and manage multiple projects from concept through execution
- Good problem solving skills; seeks counsel at appropriate times, ability to make informed decisions
- Requires general mobility and ability to lift, carry and otherwise transport communication materials weighing 40#
- Belief in the mission, values, and programs of the Chicago History Museum

SALARY and BENEFITS: Salary is competitive. Excellent benefit Package

Please upload your cover letter, resume with salary history, and the names and phone numbers of three work references <u>in 1 document</u>: https://home.eease.adp.com/recruit/?id=6327161

SALARY HISTORY REQUIRED- RESUMES SUBMITTED WITHOUT ABOVE LISTED MATERIALS WILL **NOT** BE CONSIDERED **Background check required** EOE M/F/D/V No phone calls please