

## Communications Coordinator

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Communications Coordinator to build upon their 50+ year leadership in housing finance.

### **Summary:**

Reporting to the agency's Director of Communications, the Communications Coordinator provides administrative and support functions for the Communications Department. This position requires a high degree of skill, initiative, organization, and reliability. Must have the ability to rapidly acquire knowledge of the department, the ability to work in environments that require a high degree of confidentiality, and high-level multi-tasking.

### **Responsibilities:**

Collaborate on all internal and external communications to help anticipate and execute creative needs — evaluating concepts and providing recommendations.

Assist in drafting of various publications, testimonial interviews, and internal/external marketing materials.

Support staff by scheduling meetings, taking notes, and providing key takeaways/next steps to appropriate staff.

Design and execute efficient systems and processes to support department.

Assist with research/writing for Annual Report and other Authority publications.

Continuously develop new story ideas to generate positive proactive press that will highlight the Authority's impact and leadership on affordable housing issues.

Identify and manage outreach to support assistance with impact testimonials and the development of multimedia content.

Assist in developing, planning, and managing media events.

Assist the Social Media & Website Manager with social media presence, including Facebook, YouTube, and Twitter.

Email database management.

- Work with IHDA departments to better manage external communication email lists. Quarterly and/or biannually, work with the key person(s) in each department to ensure the Communications department has accurate mailing lists.
- Cultivate and maintain an active statewide media list regarding distribution of press releases.

### **Education & Experience Requirements:**

A journalism/marketing communications/ college degree preferred with at least 2-5 years of related work experience. Housing experience a plus. Excellent administrative and communication skills and proficiency in

Microsoft Word, Excel, PowerPoint, and Visio required. This position places heavy emphasis on attention to detail, communications, coordination, teamwork, and quality of work performance. Spanish written and verbal skills are a plus.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume and to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101\\_000001&jobId=444641&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=444641&source=CC2&lang=en_US)

EOE