



Communications and Event Specialist

POSTED ON JUNE 10, 2024 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 seeking experienced, qualified, and team-oriented applicants for the position of Communications and Event Specialist. Under the general direction of the Assistant Village Administrator, the Communications and Event 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, LinkedIn, and other related communications media. The Communications and Events Specialist is responsible for cultivating relationships with community stakeholders and residents, coordinating with vendors, and assessing event success. Additionally, the Communications and Events Specialist 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, create content including writing, editing and integrating messaging and information across all platforms; plan, organize, manage and execute special events from conception to completion, working with stakeholders in and outside of the village government.; maintains and updates of the Village's website and social media platforms.

The position reports to the Assistant Village Administrator, and requires working evenings and weekends to provide on-site support at events. 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:

Graduation from a four-year accredited college or university with a Bachelor's Degree in business, communications, event or facility management administration, or a related field preferred. A minimum of two (2) years of experience in communications strategy development, preferable in the government/public sector and three (3) years of experience in Event Management. Proven social media, networking and event planning expertise. Any equivalent combination of education, training and experience providing the desired knowledge, skills and abilities necessary to perform the essential job functions of this position. A valid driver's license is required.

Salary & Benefits:

The salary range begins at \$75,400 and is 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.