

We Are Hiring



COMMUNICATIONS ANALYST

ABOUT

The Communications Analyst's role includes developing and implementing communication strategies to advance legislative priorities, monitoring policy developments, engaging stakeholders, and securing positive media coverage. This position entails analyzing legislative initiatives, creating persuasive messaging to support specific policies, and working closely with government officials and advocacy groups. The Analyst will be instrumental in leading public affairs campaigns and leveraging digital platforms to garner backing for legislative goals.

RESPONSIBILITIES & DUTIES

- Monitor and track legislative activities, bills, and policy developments at the local, state, or federal level that are relevant to the organization or members you represent.
- Conduct in-depth analysis of proposed legislation to assess its potential impact on the organization or members and provide strategic recommendations.
- Develop and implement communication strategies to effectively communicate the organization's legislative priorities and advocate for specific policies.
- Create clear and compelling messages, talking points, and communication materials that align with legislative goals and resonate with target audiences.
- Cultivate and maintain relationships with media contacts and journalists to promote positive coverage of legislative initiatives and respond to media inquiries.
- Collaborate with government officials, legislators, and key stakeholders to build relationships, gather information, and advance legislative objectives.
- Assist in the planning and execution of public affairs campaigns to raise awareness, mobilize support, and engage the public in legislative matters.
- Utilize digital channels, social media platforms, and other online tools to disseminate information and advocate for legislative priorities.
- Prepare briefings and background materials for legislators, executives, and other stakeholders to keep them informed on legislative issues.
- Track and report on legislative developments and communication efforts to internal stakeholders.
- Provide communication support for legislative hearings, events, and public forums.
- Conduct research on legislative topics, public opinion, and relevant data to inform communication strategies and advocacy efforts.
- Be prepared to handle communication during crisis situations related to legislative matters.

REQUIRED SKILLS/ABILITIES

- Extensive experience leading, supervising, and evaluating a team of five or more communications professionals
- Significant experience in communications, public relations, or related roles, with a track record of progressively increasing responsibilities.
- Strong leadership and management skills, with the ability to inspire and motivate a team to achieve strategic objectives.
- Excellent strategic thinking and problem-solving abilities, with a focus on achieving results.
- Exceptional written and verbal communication skills, with the ability to convey complex information in a clear and persuasive manner.
- Proven experience in media relations, crisis communications, and reputation management.
- Strong understanding of digital communication strategies and proficiency in using various communication tools and platforms.
- Ability to build and maintain relationships with key stakeholders, including senior executives, media professionals, and internal divisions.
- Strong analytical skills and ability to synthesize information and data to drive decision making.
- Exceptional organizational skills and ability to manage multiple projects and priorities effectively.
- Flexibility to adapt to changing circumstances and work under tight deadlines.
- Knowledge of ethical guidelines and legal constraints related to communications.
- Understanding the mission, values, and policies.

BENEFITS

- Immediate service credit in the State employee Retirement System (SERS)
- One times your salary in a Life Insurance at no cost to you.
- Sick, vacation, personal, and compensatory time off.
- Option for a flex-time schedule during non-session time.
- Multiple health plan options for health, dental, and vision benefits
- Deferred compensation program, Flexible spending accounts, & Wellness programs

SALARY RANGE: \$50,000

IF YOU ARE INTERESTED, KINDLY EMAIL A RESUME TO HRFISCALOFFICE@HRS.ILGA.GOV