



COOK COUNTY, ILLINOIS

Director of External Affairs Opportunity in Chicago

The Cook County Office of the President is seeking a Director of External Affairs to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the direction of the President, Chief of Staff and/or Director of Communications and Public Affairs, is responsible for developing strategies and coordinating community outreach efforts related to operations, programs and the implementation of projects for the President and various Departments under the jurisdiction of the President. Supports the President's mission and strategic plan by developing and coordinating outreach to publicize available programs and program opportunities. Assists in the coordination of public events for the President and community-based events and may be required to assist in various research, the writing of speeches, developing brochures, promotional materials, press releases and public service announcements. Formulates and writes policies and procedures affecting community engagement tactics. Develops partnerships with key community stakeholders and civic associations. Maintains close coordination and communication with Department Heads and remains closely aligned with the vision and strategy of the President's. Works directly with the President and the Director of Communications and Public Affairs.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.

- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennial Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits
- Competitive Base Pay

Post Offer testing:

This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6243
Job Title: Director of External Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. # 0000784
Shakman Exempt

Characteristics of the Position

General Overview

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Key Responsibilities and Duties

Participates in community based events to coordinate community outreach efforts on behalf of the President regarding various County initiatives.

Develops and promotes community relations opportunities by developing policies and implementing programs at community events.

Maintains and develops relationships with key external contacts and the community at large.

Works with various departments to develop programs, events and new initiatives, and promotes such new and ongoing initiatives in the community at large.

Assists President, Chief of Staff and Director of Communication and Public Affairs with media inquiries, communication efforts and public affairs.

Assists in the development of public service announcements and community relations efforts.

Coordinates matters for invited guests of the President at County Board meetings.

Researches local governmental policies, procedures and programs nation-wide in an effort to aid the County in its development and marketing of future County programs.

Represents the President at community group events.

Responds in a sensitive and capable manner in situations requiring a high degree of confidentiality and tact.

Takes minutes of meetings and prepares memorandum for Chief of Staff regarding community-based events.

Assists in the drafting of speeches, PSA's, brochures, press releases, as required.

Implements and writes policies based on strategies being utilized for community outreach programs and initiatives.

Develops enhanced policies based on stakeholder and community event based gathered feedback.

Knowledge, Skills and Abilities

Knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to research programs and aid in the development of policies as it relates to media response.

Ability to have attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents.

Ability to follow-up in a thorough and timely manner relative to unresolved business.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree **PLUS** a minimum of three (3) years' experience working with governmental entities, community-based organizations or in public affairs and communications **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Graduation from an accredited college or university with a master's degree in journalism, communications, public relations or public administration.

Five (5) or more years' experience working for a governmental entity, community-based organization or a private public relations firm.

Proficient verbal and written communication skills.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.