



SEIU LOCAL 73 COMMUNICATIONS SPECIALIST

Local 73 seeks to hire a **Communications Specialist**, who, under the leadership of our Communications Director, will support the communications needs of the union in its contract, member mobilization, new organizing, and policy and political campaigns. The position is based out of the Chicago headquarters of the union.

Key responsibilities:

- Assist with execution of strategic communications plans across Local 73's campaigns.
- Maintain an internal and external communications calendar.
- Develop a digital strategy to increase online engagement, including site upkeep, sign-ups, actions, social media followers, etc.
- Develop and release web content and social media posts to ensure timeliness and message consistency.
- Monitor the search engine optimization of the website and produce monthly reports on all digital channels to help analyze the effectiveness of digital initiatives and guide the development and creation of future initiatives.
- Manage email production, including design, copywriting, editing, data, deployment, etc.
- Develop and design print projects and digital content.
- Prepare for and staff actions, rallies, and other public events for the union.
- Under direction, identify, pitch, and place stories to media outlets.
- Prepare members, officers, staff and allies to serve as union spokespersons.
- Participate in Local-wide mobilization efforts and political and policy campaigns, new member events, unit meetings, leadership conferences and other multi-team activities.
- Perform other duties as required to support departmental goals.

Job Qualifications:

- Bachelor of Arts or Science degree in Communications or another related field, or equivalent life experience.
- At least one year of related work experience.
- Exceptional writing skills as well as verbal and interpersonal skills.
- The ability to work with people from diverse backgrounds.
- Ability to understand and tailor messages to an audience.
- Ability to work in a fast-paced environment and adapt to meet the shifting priorities of the union.
- Ability to handle multiple projects simultaneously and meet established deadlines.
- Proficiency in designing and implementing digital and social media strategies.
- Proficiency with Adobe Creative Suite, specifically Photoshop, InDesign, Illustrator, or similar design program.
- Ability and willingness to work long and irregular hours, including nights, weekends, and holidays based on campaign needs.
- Personal commitment to the mission and goals of SEIU Local 73.

Preferred Skills:

- Ability to speak and write in Spanish preferred.
- Familiarity with unions or advocacy groups.
- Proficiency in the production of digital, print, and audio-visual materials.
- Experience working with WordPress, VAN, and NGP EveryAction
- Management and production of photographic assets.

Compensation:

Salary for the position begins at \$48,960 and includes an automobile and phone allowance, paid holidays and vacations, fully paid health benefits, and a defined benefit pension plan fully paid by the employer.

Background:

With nearly 30,000 members (and growing), SEIU Local 73 has a proud history of raising standards for workers and their families. The Local represents service, technical and professional workers primarily in the public sector in Illinois and Indiana who are employed in state government, local government, school districts, publicly funded social service agencies and colleges and universities.

Local 73 is committed to bettering the lives of working people through organizing workers to create a powerful voice on their job to win fair wages, meaningful benefits, a sustainable retirement and job protection.

SEIU Local 73 is affiliated with the Service Employees International Union with 2 million members in the US, Canada and Puerto Rico. Local 73 is united with those 2 million members in a shared belief in the dignity of workers and the value of their work and in a commitment to a more just and humane society.

To Apply:

Interested applicants should send a cover letter describing their interest in the position, a resume, writing sample and a design sample to the Hiring Committee at careers@seiu73.org

Interviews will begin the week of April 5 and continue until the position is filled.

The Local does not pay travel or relocation expenses.