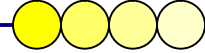




Lake County Housing Authority  
33928 North U.S. Highway 45  
Grayslake, IL 60030



Lake County Housing Authority has an immediate opening for a:

**PUBLIC RELATIONS ASSISTANT**

**SUMMARY:**

Under the supervision of the Human Resources Generalist, the Public Relations Assistant performs support and entry level Public Relations duties for the organization. Assists with creation and maintenance of media lists, calendars, PowerPoint presentations, and photo files. Also assists with the creation and distribution of press releases, flyers, newsletters and other collateral. Updates the organization's website and social media. Assists with the planning and execution of LCHA events for residents, staff, and the public. Develops relationships with individuals and organizations within the community. May assist with related Human Resources projects and events as needed.

**MAIN RESPONSIBILITIES INCLUDE:**

- Creation and maintenance of media lists, calendars, PowerPoint Presentations, and photo files.
- Assists with the creation and distribution of flyers, press releases, newsletters, and other
- Updates the LCHA and AIM North website and social media sites.
- Conducts necessary research.
- Assists in the planning and execution of events for residents, staff and the public.

**REQUIREMENTS:**

- Excellent verbal and written communication skills.
- Strong computer skills including Word, Excel, PowerPoint, and Publisher. Considerable knowledge of the operation of commonly used office equipment.
- Very strong written and grammatical skills. Ability to create creative, well written materials that reflects LCHA in a positive light and effectively communicates the message.
- Ability to establish and maintain rapport and effective working relationships with staff and individuals from the community at all levels.
- Ability to handle confidential information in a discreet and professional manner.

Bachelor's degree, from an accredited college or university, in Communications, Business, Public Relations, Marketing, or other related experience that is, based on the sole determination of the Housing Authority, equivalent to such a degree. Prior experience in an administrative and/or public relations related role a strong plus.

Please send resumes to:  
Lake County Housing Authority - Human Resources  
33928 North US Highway 45  
Grayslake, IL 60030  
[recruitment@lakecountyha.org](mailto:recruitment@lakecountyha.org)  
FAX: 847-223-7910  
No phone calls please