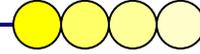




Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



Lake County Housing Authority has an immediate opening for a:

Special Projects Coordinator

Position Summary:

Under general direction of the Executive Director or designee, the Special Projects Coordinator will manage the special programs and projects associated within or outside the LCHA offices pertaining to the mission and goals of the organization. The individual in this position will learn about the activities and operations of the Housing Authority which can include housing development/acquisition, inspection, rehabilitation, and related program activities. The Special Projects Coordinator will be responsible for Public Relations tasks and responsibilities. This includes: the creation and maintenance of media lists, calendars, PowerPoint presentations, and photo files; the creation and distribution of press releases, flyers, newsletters and other collateral; updating the organization's website and social media. The position will assist with the planning and execution of LCHA events for residents, staff, and the public and develop relationships with individuals and organizations within the community. The position may include exposure to contracts and grants. The work requires confidentiality, mature independent judgment, tact, discretion and the ability to coordinate special projects.

Essential Functions:

1. Performs administrative duties (faxing, filing, copying, mailings, and phone calls) as needed.
2. Assists with the creation and maintenance of media lists, calendars, PowerPoint presentations, and photo files.
3. Assists with the creation and distribution of flyers, press releases, newsletters, and other collateral.
4. Updates the LCHA and AIM North website and social media sites.
5. Conducts necessary research.
6. Assists in the planning and execution of events for residents, staff and the public.

Related Duties and Activities:

1. Develops relationships with LCHA staff as well as individuals and organizations in the community.
2. Actively seeks opportunities to share information with the public and community organizations about LCHA.
3. Performs other reasonably related duties as assigned by the Executive Director or designee.

Required Knowledge, Skills and Abilities:

1. Excellent verbal and written communication skills.
2. Strong computer skills including Word, Excel, PowerPoint, and Publisher.
3. Very strong written and grammatical skills. Ability to create creative, well written materials that reflect LCHA in a positive light and effectively communicate the message.
4. Ability to establish and maintain rapport and effective working relationships with staff and individuals from the community at all levels.
5. Ability to handle confidential information in a discreet and professional manner.

Education and Experience:

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.

Special Requirements:

1. Must be bondable.
2. Must have the ability to work with confidential information.
3. Must be able to interface effectively with all levels of management.
4. Must be socially adept and effective in verbal and written communications.
5. Must possess a valid Illinois motor vehicle operator's license.

Please send resumes to:
Lake County Housing Authority – Attn: Human Resources
33928 North US Highway 45
Grayslake, IL 60030
recruitment@lakecountyha.org
FAX: 847-223-7910

No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.

