

## ADMINISTRATIVE STAFF VACANCY POSTING

**TO: Local & Council Presidents  
Executive Board Members**

**FROM: Dan Montgomery, President  
Illinois Federation of Teachers  
P.O. Box 390  
Westmont, Illinois 60559**

**DATE: May 30, 2019**

**POSTING: DIRECTOR OF COMMUNICATIONS  
ASSIGNED TO WESTMONT OFFICE**

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As per the Illinois Federation of Teachers By-Laws Article V, I hereby post one (1) full-time administrative staff vacancy for a Director of Communications in the Northern Region to be assigned to the Westmont Office. The start date is to be determined. Job qualifications and duties for this position are listed in the attachments. Those interested in the above listed position should understand that...

- (1) application is made by sending a letter and current resume to the attention of Barb Latta by email to [blatta@ift-aft.org](mailto:blatta@ift-aft.org) no later than Saturday, June 8, 2019;
- (2) the IFT does not pay the cost of any expense incurred in the interview process, or any expense incurred in relocation when employment requires a change in residency;
- (3) interviewees will be selected from the application letters with current resumes received by the deadline;
- (4) initial interviews will be conducted in the IFT Westmont Office;
- (5) employment will begin as per a mutual agreement between the successful applicant and the IFT.

Any questions regarding this vacancy should be directed to the attention of Dan Montgomery, President, at the Westmont Office by mail at the address above, by telephone at 630/468-4080, by fax at 630/468-4089 or by e-mail at [dmontgomery@ift-aft.org](mailto:dmontgomery@ift-aft.org)

Attachment: Job Qualifications and Main Functions

**ILLINOIS FEDERATION OF TEACHERS**

**DIRECTOR OF COMMUNICATIONS**

**JOB QUALIFICATIONS**

1. Applicant must demonstrate a track record of creative, dynamic, and ambitious leadership in communication campaigns and teams.
2. Applicant must demonstrate expertise in developing communications strategies for organizations seeking to inform affiliates and members of goals, strategies and accomplishments.
3. Applicant must have a proven track record of developing and nurturing strong relationships with members of the print and broadcast media, especially those who cover public schools and education.
4. Applicant must demonstrate success in developing programs, vehicles and strategies presenting a message in a favorable light to the public decision-makers and organizations working on issues of importance to members.
5. Applicant must have experience in crisis and issue management, and should be able to develop and execute an extensive crisis communications plan, in collaboration with key colleagues and stakeholders.
6. Applicant must demonstrate professional experience in the writing, editing, news gathering, production, layout, and distribution of a publication.
7. Applicant must demonstrate writing and editing ability and experience in the production of special publications such as newsletters, brochures, pamphlets, web sites and social/new media.
8. Applicant must demonstrate experience and professional ability in public relations, including planning media campaigns and events that will bring publicity to activities of the IFT and its locals.
9. Applicant must have had successful previous experiences in public relations, specifically with both Chicago and downstate media.
10. Applicant must have had successful previous experiences in managing employees and/or in team building.
11. Applicant must have had previous experience and substantial knowledge in radio, television, photography, and electronic media, plus possess excellent public speaking skills.

12. Applicant must have general working knowledge of key issues affecting the debate on public education, both on a statewide and national level.
13. General working knowledge of the state legislature and executive office is a plus.
14. Chicago area residency required.
15. Extensive statewide travel is required.
16. Weekend and evening work is required.

**ILLINOIS FEDERATION OF TEACHERS**

**DIRECTOR OF COMMUNICATIONS**

**MAIN FUNCTIONS**

1. Develop a comprehensive, statewide communications program, internal and external.
2. Coordinate IFT communications to the public, IFT members, local staff and affiliates and to organizations of importance to the union.
3. Advise IFT officers and staff on the best available strategies for communicating the union's message to members, affiliates, the public and decision-makers.
4. Coordinate the utilization of communication vehicles, staff and departments used by the IFT including broadcast, print, digital, online, as well as social and new media.
5. Coordinate public appearances by the IFT president and other IFT representatives in public forums.
6. Oversee press relations, member publications, online communications and social/new media.
7. Provide support and training for affiliate communications.
8. Oversee and be responsible for the production of communication materials and vehicles.
9. Supervise and recommend hiring and retention of employees in the area of communications.
10. Manage, maintain and insure the safekeeping of electronic and photographic equipment of the Illinois Federation of Teachers that pertains to the communications programs.
11. Perform such other and further duties as may be required under the direction of the executive board, president, executive vice-president and secretary-treasurer.
12. Follow directives of the IFT president, executive vice-president, secretary-treasurer and the executive board.
13. Fulfill the directives of the IFT and AFT conventions relative to communications.
14. Report directly to the IFT president.