



**PROFESSIONAL STAFF VACANCY POSTING**

**TO:** Local and Council Presidents  
Executive Board Members  
Professional and Support Staff

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

**DATE:** January 8, 2018

**INTERNAL POSTING: MEDIA DIRECTOR POSITION IN THE NORTHERN REGION  
INITIALLY ASSIGNED TO THE WESTMONT OFFICE**

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As per the Illinois Federation of Teachers By-Laws Article V, I hereby post one (1) full-time professional staff vacancy for a Media Director in the Northern Region to be initially 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 this position should understand that:

- (1) application is made by sending a letter and current resume to the attention of Barb Latta at the address above or via email ([blatta@ift-aft.org](mailto:blatta@ift-aft.org)), in both cases **no later than January 22, 2019**;
- (2) a current staff member may be granted a voluntary reassignment or transfer within the bargaining unit, which may cause a change in the region and/or office assignment of these vacancies;
- (3) the IFT does not pay the cost of any expense incurred in the interview process, nor any expense incurred in relocation when employment requires a change in residency;
- (4) interviewees will be selected from the application letters with current resumes received by the deadline;
- (5) initial interviews will be conducted in the IFT Westmont General Office;
- (6) employment will begin as per mutual agreement between the successful applicant and the IFT.

Any questions regarding this vacancy should be directed to the attention of Aviva Bowen, Director of Communications, in the Westmont office by mail at the address above, by telephone at 630-468-4080, or by e-mail at [abowen@ift-aft.org](mailto:abowen@ift-aft.org)

Attachments: Job Qualifications and Main Functions

## **ILLINOIS FEDERATION OF TEACHERS**

### **MEDIA DIRECTOR**

#### **JOB QUALIFICATIONS**

1. Applicant must demonstrate strong skills in writing, editing, and layout.
2. Applicant must possess skills and interest in digital publishing, social/new media, and emerging technology.
3. Knowledge of/experience in photography, videography, and graphic design preferred.
4. Applicant must demonstrate skill in writing and editing of news releases, media advisories, and web content.
5. Applicant should have knowledge of the activities included in campaigns, message development, and media relations.
6. Statewide travel is required.
7. Weekend and evening work is required.
8. Experience in/knowledge of education, public sector, labor movement preferred

#### **MAIN FUNCTIONS**

1. Write, photograph, and edit IFT print and digital materials for internal and external communications, including newsletters, membership emails, brochures, flyers, websites, social media, news releases/advisories, and other materials as assigned by the Director of Communications
2. Assist with layout, design, production, and distribution of aforementioned communications vehicles
3. Monitor mainstream and online media for relevant news, opportunities, and challenges
4. Provide assistance and technical support to IFT locals and their webmasters
5. Support IFT organizing and recruiting efforts, promote member benefits and services, and forge alliances with community partners through preparation of strategic communications materials
6. Support the IFT field operations with on-site activities and training programs in coordination with the regionally-assigned servicing staff
7. Support the IFT legislative program and political action campaigns with communications activities involving legislation and member activation
8. Promote the IFT and its members in the media through news releases, press conferences, contact with reporters, and other activities
9. Perform such other duties as may be required under the direction of the President, Executive Board, or the Director of Communications
10. Report directly to the Director of Communications