



6100 Southport Road
Portage, Indiana 46368
(219) 763-6060
www.nirpc.org

NOW HIRING

in Indiana's Duneland in the Chicago metropolitan area

COMMUNICATIONS SPECIALIST

SUMMARY OF THE POSITION:

This position will create and communicate NIRPC's mission and enhance the agency's presence within the Region. Special emphasis is placed on the communication of Economic Development relief efforts for Lake, Porter and LaPorte Counties in Northwest Indiana.

The position supports the visual delivery of regional information and agency communications, especially economic development resources under the Economic Development Administration (EDA) Coronavirus Aid, Relief and Economic Security Act (CARES) Grants, to further economic development goals and objectives.

The Communications Specialist will apply strong design and publications skills to maintain, grow and enhance creativity, communication, and innovation in producing engaging, visually-appealing publications, electronic presence, and collateral design for the agency. The position will assist in writing, developing and communicating plans and programs, especially related to economic recovery, develop a website for pandemic recovery and economic impact information and contribute to general NIRPC website design improvement and augmentation. The candidate will also develop and implement communication strategies, marketing initiatives, and workshops for resiliency planning efforts and other agency goals.

The Communication Specialist will create designs, concepts, layouts, content and unified materials to enhance NIRPC's message. The ideal candidate will build long-term relationships with influencers and key stakeholders and regularly communicate with the media, managing media inquiries and arranging interviews, statements etc.

All of these duties require the use of tact, strict confidentiality in the handling of sensitive information, innovative, organized and self-motivated with a keen interest in driving strategic messages to key internal and external role-players, discretion, strong organizational skills, flexibility, attention to detail, and follow-through. The ideal candidate excels in communicating both verbally and electronically, and has a good eye for contemporary design appealing to current audiences.

Responsibilities and Duties

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Experience in communications, journalism, graphic design or public relations, professional planning and/or economic development experience
- Strong design and creativity skills
- In-depth knowledge of marketing and communication trends
- Proficiency with web design and website management
- Proven website, social media and networking expertise
- Excellent verbal and written communication skills
- Professional attitude and demeanor
- Excellent organizational and time management skills
- Attention to accuracy and detail with demonstrated proofreading ability
- Strong customer service ethic and ability, both internal to NIRPC staff and external partners, consultants, organizational partners, and the public

EDUCATION:

Bachelor's degree in Communications, Journalism, Graphic Design, Public Relations or a related field.

COMPENSATION & SALARY:

- Compensation will be negotiated based on experience, education, certification, and proven competency.
- NIRPC has a competitive benefits package, including twelve paid holidays and a flexible work schedule.

APPLICATION & TIMEFRAME:

- To be considered for this position, please submit a carefully-written cover letter and resume, with 3 professional references, by September 18, 2020 to:

Meredith Stilwell, Office Manager
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, IN 46368-6409
mstilwell@nirpc.org

- **Application deadline is September 18, 2020, 4:30 pm or until filled.**
The position will remain open until filled in order to find the candidate with the best fit among professional qualifications, experience, and suitability to NIRPC's mission.

About Northwest Indiana...

Northwest Indiana combines an innovative spirit, beautiful Lake Michigan shoreline, and proximity to Chicago and its amenities. With major enhancements coming to the South Shore commuter rail system, the completion of over 170 miles of paved trails, an increasing number of streams cleared for recreational paddling, and a renewed focus on reinvigorating the walkability and charm of its communities, the region has gotten the attention of Indiana leaders as well as those across state lines to what the Chicago Tribune has called "The Affordable Shore."

Northwest Indiana is on the upswing, and the Communications Specialist will help convey the message of opportunity and innovation that has made the region an exciting and dynamic place to be.