



Job Title: Communications Specialist
Reporting To: Director of Public Affairs
Job Requisition: JR20033
Start Date: ASAP

Who we are

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people's lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale. To learn more about the Crime Lab and Education Lab, visit <https://urbanlabs.uchicago.edu/labs/crime> and <https://urbanlabs.uchicago.edu/labs/education>.

The Role

The Communications Specialist will support the Director of Public Affairs in executing strategies that successfully deepen the public's understanding of evidenced-based approaches to advancing educational outcomes and enhancing public safety for all. The Communications Specialist will support communications and public affairs activities for the Crime Lab and Education Lab.

The ideal candidate will be innovative and intellectually curious and have a passion for communicating about evidence and research to inform policy. Their work will advance awareness of key research insights, highlight evidence-based solutions, and effectively engage multiple stakeholders on the most critical questions facing our communities today. Their efforts will advance more effective public policy solutions and a more informed and inclusive public conversation.

This role will be performed with guidance and direction. The Communications Specialist will report to the Director of Public Affairs.

Responsibilities:

- Coordinates and contributes to the planning, development, and dissemination of information intended to keep the public informed of the organization's research, accomplishments, and points of view.
- Coordinates and contributes the development and implementation of communications plans for the organization, including for individual projects and overall communications plans for the Crime Lab and Education Lab.
- Draft content for the website and upload content to the website using a content management system.
- Draft internal and external-facing documents including presentations, newsletters, and project summaries.
- Manages event preparation and planning, communication, and execution.
- Supports the organization's response to external inquiries from policymakers and the press.
- Conduct background research for presentations and written materials.
- Track media mentions using a media database
- Track events and upcoming research releases
- Manage and update contact lists for press, funders, policymakers and other stakeholders.
- Design documents, social media graphics, and data visualizations using graphic design software.
- Draft and design email newsletters and manage email database in MailChimp.
- Draft, design and publish social media content to a variety of platforms. Track metrics and insights.
- Accomplishes assigned duties through two or more of the following: written communications; visual/graphic media, which may include Web site development and maintenance; speeches and personal contact. The incumbent is still acquiring higher-level knowledge and skills.
- Solves a range of straightforward problems, as work assignments are difficult and broad in nature, usually requiring originality and ingenuity.
- Performs other related work as needed

Qualifications

Education

- Bachelor's degree in journalism, communications, social policy, or related field.

Experience

- Experience in communications, public affairs, or media relations in public policy, political, or non-profit organizations.



- Experience with website content management systems (e.g., WordPress), experience creating and editing content with audiences and SEO in mind, an understanding of search engine optimization writing and best practices strongly preferred.
- Experience developing content for a variety of social media platforms.

Technical Skills or Knowledge:

- Experience with graphic design software (such as Illustrator) and email marketing tools (such as MailChimp).

Competencies

- Ability to handle multiple tasks simultaneously, prioritize and meet tight deadlines.
- Excellent interpersonal and oral communication skills.
- Strong writing skills.
- Attention to detail and exceptional organizational skill.
- Ability to work independently in a fast-paced environment.
- Ability to take initiative and a proactive approach to tasks and projects.
- Positive, flexible, and collaborative team player.
- Ability to execute sound judgment and maintain confidentiality.

To Apply

Employees must comply with the University's COVID-19 vaccination requirements. More information about the requirements can be found on the [University of Chicago Vaccination GoForward](#).

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer.

Please submit a resume, cover letter, and reference contact information to UChicago's Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, **JR20033**.



If you have an active UChicago Workday account, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

External candidates should apply at <https://uchicago.wd5.myworkdayjobs.com/External>.

If you have questions about the Workday system, please contact our Shared Services department at <https://services.uchicago.edu>

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing shedservices@uchicago.edu with their request.