



**Job Title:** Senior Communications Manager

**Reporting To:** Director of Public Affairs

**Job Requisition:** JR20032

**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 Senior Communications Manager will support the Director of Public Affairs in designing, planning, and executing strategies that successfully deepen the public's understanding of evidenced-based approaches to advancing educational outcomes and enhancing public safety for all. The Senior Communications Manager will support messaging, media relations, and engagement of public, non-profit, and other partners, and will support the implementation of public affairs plans 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 a moderate level of guidance and direction. The Senior Communications Manager will report to the Director of Public Affairs.

## **Responsibilities:**

- Manage the planning, developing, and disseminating of information intended to keep the public informed of the organization's research, accomplishments, and points of view.
- Manage 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.
- Manage media inquiries, provides recommendations on media engagement, and works with the Public Affairs Director to respond to requests in a timely manner.
- Prepare spokespeople for media interviews and events, including drafting talking points, event briefs, and managing media coverage of public events.
- Manage planning for in-person and virtual events.
- Write and edit website content.
- Write and edit internal and external-facing documents including presentations, newsletters, project summaries, op-eds, and press releases.
- Write and manage internal communications.
- Support the organization's relationship with potential partners, colleague organizations, and other important figures in the public safety and education landscapes.
- Makes contributions to the media interface, including writing press releases, planning and organizing media coverage for major events, and crafting responses to sensitive or controversial issues.
- Solves moderate to complex problems related to the writing, preparation, and/or delivery of information from or about the unit.
- 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 working with press, including developing and managing relationships with reporters and securing placements.
- Experience writing and editing for media, generating ideas, managing processes, stakeholder input, and content calendars.

### **Competencies**

- Highly skilled project manager and ability to handle multiple tasks simultaneously, prioritize and meet tight deadlines.
- Excellent interpersonal and oral communication skills.
- Proven strong writing skills with ability to translate complex technical issues into clear and compelling content.
- Ability to develop and manage relationships within and across organizations.
- Attention to detail and exceptional organizational skill.
- Ability to take initiative and a proactive approach to tasks and projects.
- Familiarity with criminal justice and/or education.
- Positive, flexible, and collaborative team player.
- Ability to work independently in a fast-paced environment.
- 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, **JR20032**.

**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 [shareservices@uchicago.edu](mailto:shareservices@uchicago.edu) with their request.