



Manager, Communications

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the position of **Manager, Communications**.

Under the direction of the Director of Communications and Public Affairs, the position will absorb, assemble and distribute positive information about the work and role of the RTA. The position will provide overall communications support for agency projects, programs, activities and presentations. Identifies positive news coverage opportunities for the RTA; writes press releases and blog posts; serves as the agency's secondary media spokesperson; and creates, maintains and updates some content for agency web site. Works closely with the marketing and government relations departments, providing communications support for marketing campaigns and government relations efforts, as well as writing and producing collateral materials, and contributing to the agency's overall social media presence. Works collaboratively with the Service Boards and external partners to promote transit use in the RTA region.

Responsibilities include but are not limited to:

1. Work closely and collaboratively with colleagues throughout the agency to contribute to and execute communications and marketing strategies to advance the work, and relevance, of the Regional Transportation Authority.
2. Work with department heads and other staff to identify positive news stories/blog posts and develop, write and/or place by-lined articles in media and/or secure speaking engagements in the RTA region to promote transit use.
3. Write, produce and/or provide support for agency wide collateral materials, reports and documents for use internally and externally in support of RTA programs and projects.
4. Assist in researching, implementing and managing media relations efforts; write and issue media advisories, press releases, talking points, op-ed, etc.
5. Write, edit and manage the RTA blog, by identifying and writing blog posts that promote the work, and relevance, of the RTA and promote transit use in general.
6. Serve as secondary agency spokesperson for the media.
7. Contribute to and produce speeches/presentations for RTA staff.
8. Create and maintain content for RTA website and social media.
9. Monitor and assess daily news coverage of the RTA, CTA, Metra, and Pace and related transportation topics.
10. Coordinate press conferences and produce media kits and materials.
11. When appropriate, keep Service Board counterparts informed of RTA media relations efforts.
12. Publicize public meetings such as monthly RTA board meetings and other meetings/hearings by issuing press releases and notifying key stakeholders and work with media during monthly Board of Directors meetings.
13. Manage daily collection and distribution of RTA-related news clips and manage related vendor contract.
14. Responsible for communications unit billing and invoice submission/management and other administrative tasks as assigned.

Knowledge, skills, and abilities equivalent to a Bachelor's Degree in journalism, public relations, communications or a related field or equivalent related work experience. Transit experience preferred. Urban planning, land use, or public policy/public administration background helpful. At least five (5) years' experience in either agency public relations or a corporate communications department with personal responsibility for communications and media/public relations.

Excellent written and verbal communication and interpersonal skills are essential. Must be a clear, concise and persuasive writer who can communicate to diverse audiences. Experience in absorbing and successfully disseminating large amounts of information; writing "successful" press releases and blog posts that speak to a



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wide range of audiences. Proven track record working with print, broadcast, online and social media necessary. Careful attention to detail and ability to effectively edit and proofread. Ability to understand, interpret and write about complex transportation and transit technology information.

Excellent computer skills especially in Microsoft Office suite keeping up-to-date technically and applying new knowledge to the job. Ability to multi task and produce high volume of work on tight deadlines. Ability to follow through on assigned tasks with limited supervision. Excellent time management and organizational skills are also needed. Applicant must be a "go getter" with the ability to "see the big picture" and anticipate and meet deadlines.

The RTA offers a competitive compensation and benefits package. The RTA reimburses for travel at the federal rate for mileage reimbursement. Relocation is not available. For more information about the RTA, visit our website at www.rtachicago.com.

Minimum Salary: \$66,000

Please submit a cover letter, resume and salary history to:

Regional Transportation Authority
Human Resources, Attn: 16-MC
175 W. Jackson, Suite 1650
Chicago, IL 60604

To apply online go to: <https://rtachicago.com/jobposting/?job=186>