
COMMUNITY AFFAIRS SPECIALIST — 2023

COMPANY PROFILE

As a state legislator for 14 years and a public official for 25 years, Ed Sullivan has extensive legislative and governmental experience. He has deep relationships with policymakers and influencers at the local, state, and federal levels on both sides of the aisle, and is widely respected for his ability to advance legislation and causes through articulate messaging and developing consensus.

EOSullivan Consulting brings communities and their governments together to collaboratively solve the problems they face. Whether through community engagement, grassroots government affairs, or lobbying, EOSullivan fosters a community-driven effort to identify solutions to each challenge.

POSITION DESCRIPTION

As EOSullivan Consulting has expanded in helping school districts, community colleges, municipalities, business organizations and associations, and other units of government throughout Illinois achieve success, we are looking to grow our department by adding a Community Affairs Specialist who assists with grassroots government affairs, community engagement projects and referendums, communicating with administrations and boards, and leading efforts with outside groups to benefit the government affairs client.

The individual in this role will assist in implementing government affairs and community outreach efforts from conception to completion. These projects will include public engagement, issue advocacy, civic mobilization, community involvement, referendum development, and influencer persuasion.

Being skilled in recruiting and mobilizing supporters for causes, engaging key influencers and stakeholders, influencing the public, and navigating contested waters is a benefit. This individual will also interact directly with clients and stakeholders through private meetings. They will assist local school districts, community colleges, municipalities, and units of government with developing and executing projects that require involvement and support from outside groups.

Individuals in this role must have expertise in local issues, demographics, and politics. They must excel at facilitating activity, coordinating stakeholders, and delivering successful outcomes. They must have excellent attention to detail. They must be personable, friendly, and able to interact with clients, team members, influencers, and volunteers professionally and constructively. They must be experts at multi-tasking, embrace challenges, and have the ability to set ambitious goals and deliver results. They must be able to work effectively both individually and in a team environment. They must be located in (or able/willing to travel to) the Chicagoland area.

POSITION RESPONSIBILITIES

- Assist with EOS' communication and interaction with school districts, community colleges, municipalities, business organizations and associations, units of government, and other stakeholders by engaging and communicating with outside groups to benefit the government affairs client.
- Ensure projects and offerings, such as public engagement, issue advocacy, civic mobilization, community involvement, referendum development, and influencer persuasion, are led successfully from conception to completion.
- Build relationships with clients and community leaders, and understand their goals, issues, and objectives in order to serve as an effective point of contact and influencer for EOS' clients.
- Communicate regularly with clients, providing regular reports and gathering feedback to ensure their complete satisfaction and maximize the chances at repeat and regular business.
- Work with team members, external partners, influencers, and volunteers to meet client benchmarks and deliver results.
- Assist coordinating and leading private meetings and public presentations.

POSITION REQUIREMENTS

- Skilled presenter and at ease speaking in front of groups and with elected officials
- Available for periodic meetings or presentations on weeknights or weekends
- Self-starter with ability to work independently and as part of a team
- Political, government, referendum, and/or issue expertise
- Excellent attention to detail, skilled at multi-tasking, responsive, and accessible
- Personable and friendly, able to interact professionally and constructively both internally and externally
- Proficient in Microsoft Office and Google Workspace
- Trustworthy and ability to respect confidentiality and work with discretion
- A passion for the opportunity
- Located in (or able/willing to travel to) Chicagoland

EOSullivan Consulting is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

POSITION COMPENSATION & BENEFITS

Compensation will be commensurate with experience and responsibilities.

TO APPLY

Send a cover letter, resume, three references, and links to your social media profiles to Ed@EOSullivanConsulting.com. Phone calls will not be accepted.