



CIVILIAN OFFICE OF POLICE ACCOUNTABILITY  
INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

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## Senior Public Information Officer

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### ROLE SUMMARY

Under direction, this position with the Civilian Office of Police Accountability (COPA) supports the public affairs, media, and community outreach functions of the agency, and performs related duties as required.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: Starting at \$63,780

### ESSENTIAL DUTIES

- Prepares news releases and other documents related to COPA's programs and services, and the results of COPA's investigative activities.
- Coordinates and gathers information across COPA departments and senior leadership for internal communication purposes.
- Coordinates graphics and reproduction services for COPA's community engagement activities.
- Develops messaging and media related strategies to advance the agency's brand.
- Updates and creates content for COPA's website.
- Monitors and disseminates daily media clips for senior leadership team.
- Monitors and creates content for COPA's social media platforms.
- Represents the department at public hearings and community meetings to explain and promote COPA services, programs, and activities.
- Oversees the dissemination of information regarding COPA's programs, services, and events to the public.
- Directs the collection and distribution of information about on COPA's community organization meetings.
- Reviews and prepares activity reports for use by senior management.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree in Journalism, Communications, English or a directly related field, plus three years of public affairs work experience; or an equivalent combination of education, training, and experience.

“Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.