



CITIZENS UTILITY BOARD

Fighting for Illinois Consumers

Job Posting: **Outreach Assistant (Full-time)**

Reports To: **Outreach Director**

The Citizens Utility Board (CUB) is Illinois' premiere utility watchdog organization, striving for better service and lower utility rates for all Illinois residents. Our work ranges from challenging utility rate hike requests, to fighting for more sustainable energy policies, to helping individuals understand the issues.

We are currently seeking a detail-oriented outreach assistant to support the planning and coordination of the hundreds of grassroots community events we hold each year. This is an exciting opportunity to work at a great organization working for a good cause: fighting electric/gas rate hikes, preventing rip-offs, and advocating for a clean energy future.

Salary: 45-47k

Why people like working at CUB:

- Competitive salary, commensurate with experience.
- Health and dental insurance.
- Employer-paid life insurance and employee assistance program.
- 401K with company match.
- Generous PTO.
- Extra week of paid vacation for all staff members, Dec. 24 through Jan. 1.
- Hands-on experience at a respected, hardworking nonprofit once praised by The St. Louis Post-Dispatch as the "gold standard" of consumer groups nationwide.

What you'll do at CUB:

- Serve as main CUB contact for setting up grassroots outreach events.
- Screen requests for CUB to appear at community events and handle necessary pre-event logistics such as:
 - ✓ Developing social media posts, creating flyers, and adding events to online calendars.
 - ✓ Designing, printing, and sending electronic and traditional mail pieces advertising events when needed.
 - ✓ Phone or/and text banking
 - ✓ Managing pre-event registrations



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✓ Preparing printed materials for use at events

- Act as a liaison between the outreach and communications departments, identifying opportunities for greater collaboration and information-sharing.
- Manage post—event logistics, including data-entry.
- Work with other outreach staff to improve CUB's internal & external event management processes.
- Research and establish relationships with promising organizations, elected officials, municipalities, and businesses to promote CUB's services.
- Represent the organization at outreach events engaging diverse audiences to promote our services and educate consumers.

...and other duties as assigned.

What we need from you:

- Proven commitment to public interest work.
- Exceptional attention to detail.
- Energy, enthusiasm, the ability to connect with a wide range of people.
- Exceptional written and verbal communication skills.
- Bilingual (English – Spanish), a plus.
- Experience with event planning, meeting scheduling, a plus.
- Ability to self-start and work with minimal supervision.
- Experience with Office, and video conferencing/streaming platforms such Zoom, StreamYard.
- Familiarity with InDesign, Salesforce, EveryAction, WordPress, Eventbrite and/or Canva, a plus.
- Valid Illinois Driver's License.

How to Apply:

Please send letter of interest and resume to Ivonne Rychwa, irychwa@citizensutilityboard.org

NO PHONE CALLS PLEASE