

**Role: Communications and Events Manager**  
**Reports to: AD, Crime & Education Lab**  
**Start date: ASAP**

**Who We Are:**

The University of Chicago Urban Labs, launched in 2015, were established to create knowledge to address fundamental urban challenges, and to work with policy makers and practitioners to improve the human condition in cities worldwide. The Urban Labs seek to evaluate the most promising policies and programs across the domains of crime, education, energy & environment, health and poverty to generate gold-standard evidence about what works and why, and to support policy makers and practitioners to scale up programs and policies that can have a significant positive impact on human lives. The Urban Labs team rigorously evaluates promising policies and interventions to make them as informative as possible. Our goal is to assemble a portfolio of randomized controlled trials (RCTs) to generate new evidence about what works, for whom, and why, and to conduct benefit-cost analyses of different interventions to enable policymakers to prioritize resources for the combination of strategies that achieve the greatest social good per dollar spent. For more information about the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu/>

Five Labs. One Approach.

UChicago Urban Labs:

- Use research and evidence to understand how cities can work better
- Test the most promising, cost-effective policies and programs
- Work with civic partners to implement and evaluate solutions in real time
- Scale solutions to cities around the country and the world.

**The Role**

Communications and Events Manager will support the development and implementation of a communications strategy, with the goal of disseminating information to policy makers, practitioners, the research community, the philanthropic community, and the public. This person will report to the Associate Director of the Crime and Education Labs and work closely with the Crime and Education Labs' leadership team to increase awareness of Labs' work, share lessons learned, and engage with the local and national media to maximize the impact of the work.

**Responsibilities:**

Contributes to the development and implementation of communications strategies; refines and updates Crime and Education Lab communications to ensure materials are compelling and clear for a variety of audiences. May respond to requests from press and the general public.

Composes press releases, announcements, and other materials for the media. Creates and edits content for the website and newsletters. Monitors and analyzes usage of the website and prepares analysis reports of website usage and media activities.

Supports research teams in writing and editing research and project background material, policy briefs, proposals, and other written communication. Creates presentations for various

audiences, and supports strategic communication for funders, and maintains an archive of relevant materials

Manages the production of printed and electronic communication materials and works with University News Office and outside partners to ensure timely production and release of material.

Works with the Associate and Executive Directors to build a calendar of events, provides support planning and organizing events such as conferences and briefings. Produces and distributes electronic and hardcopy materials for conferences and events including brochures, executive briefings, news alerts, participant biographies, and handouts. Manages post-event evaluation.

### Education

- Bachelor's degree economics, public policy, political science, or a closely related field required; advanced degree preferred

### Experience

- A minimum two years related work experience required
- Experience developing or reviewing fundraising proposals preferred

### Competencies

- Excellent written and verbal communication skills required.
- Strong project management skills with exceptional attention to detail required.
- Ability to work independently in a fast-paced environment required.
- Outstanding interpersonal skills and ability to maintain positive relationships with various stakeholders required.
- Strong time management skills with a proven ability to multitask and to prioritize activities to successfully complete projects on tight deadlines with little supervision.
- Demonstrated ability to exercise sound judgment required.
- Basic knowledge of policy research and evaluation methods preferred.

**To Apply:** Please submit a resume, cover letter, writing sample, and list of three professional references to UChicago's Workday system, requisition number **JR02759**. **Note:** When applying, all required documents **MUST** be uploaded under the **Resume/CV** section of the application.

**If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions:** [Log into Workday](#) and select the career worklet.

**External Candidates** should apply to the posting at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>

**If you have questions about the Workday application system,** please contact: [https://uchicago.service-now.com/sso?id=ssc\\_sc\\_cat\\_item&sys\\_id=cf359d671316660030c0bc3244b02d](https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bc3244b02d).

*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.*