Illinois Association of Chiefs of Police

Street Address: 426 S. 5th Street, Springfield, IL 62701

Phone number: 217.523.3765   Fax number: 217.523.8352

Email Address: ed@ilchiefs.org

Agency Contact: Ed Wojcicki, Executive Director

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
Organized in 1941, The Illinois Association of Chiefs of Police is the professional organization of Chiefs of Police and other law enforcement leaders of Police and Public Safety Organizations in the State of Illinois. We value: Compassion, Integrity, Accountability, Fairness, Professionalism, Innovation, Continuous Improvement, Diversity and Inclusion. We aim to earn and maintain the unqualified respect of the people our members serve and protect, and to be respected leaders in our communities, our state, our nation, and internationally.

Marketing and Events Assistant
Key duties/responsibilities:

1. Assist in planning all aspects of Lobby Day.
2. Coordinate events including meetings, speaking engagements, seminars, trade shows and exhibits.
3. Update and develop marketing and website materials, ensuring valid, current and accurate content.
4. Planning and execution of association’s annual conference.
5. Help maintain organization website: with up to date pictures, copy, announcements, attendance, etc.

Basic student learning anticipated
Working for the ILACP will give a student broad experience in marketing. We work in many different niche markets and use many different forms to reach our membership, including direct mailings, email, web, video, and publication advertising.

Hours per week: Up to 20
Number of weeks: 16

Position Available: Spring, Summer