

# **Illinois Extension**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

**Marketing and Communications Team** 



### Bridget Lee-Calfas

Director of Marketing and Communications

- Strategic and operational leadership: mission, vision, values, policy development
- CCO, State COMMIT, ACES MarCom, ESAC, and Senior Leadership councils
- Program communications: DEIA, Strategic Planning, Advancement, Workforce Development
- Campus outreach and coalition building
- Personnel, project, and budget management
- Staff development, recruitment, and retention
- AA/EEO compliance
- State level training



### **Dolan Klein** (team lead)

Senior Manager for Marketing and Communications

- Publicity/message strategy
- Lead proofing and editing
- Merchandise
- Program communications: Government Affairs
- Annual Unit Impact Reports



### **Emily Steele**

Media Communications Manager

- Program communications: NREE, NLRS. EEC. SeaGrant
- Proofing and editing
- Fact sheets, video shorts
- State Email Marketing
- Program Event and email marketing
- Educator on/off-boarding
- Social media



#### **Herbert Chavez**

Media Communications Coordinator

- Program communications: CED, FCS, IHD
- Proofing and editing
- Event and email marketing
- Social media



#### Jenna Braasch

Media Communications Coordinator

- Program communications: AAB
- Proofing and editing
- Event and email marketing
- Social media



### **Liz Smith** (team lead)

Senior Manager for Digital Marketing

- Web content generation, maintenance, and management
- Staff training and professional development
- Legacy website conversions
- Communications and marketing guidance
- IT liaison
- Feature story writing



## **Erin Knowles**

Digital Content Strategist

- · Social media strategy, training, and consulting
- Digital advertising/media buys
- Data analysis and reporting
- Digital project coordination
- YouTube channel management, maintenance



## **TBD**

Media Communications Coordinator: Master Gardener. Master Naturalists

- Proofing and editing
- Event and email marketing
- Social media
- Graphics support



### **Matt Wiley** (team lead)

Art Director

- End-to-end design
- Supervision and mentorship
- · Videography, photography, and photo management
- Extension brand management
- Design and video consultation
- Training



#### Jason Walker

**Graphic Designer** 

- Publications
- Social media graphics
- Fact sheets and infographics
- Event graphics packages
- Merchandise
- Videography, photography
- Project management



### Ben Arthur

Design Specialist

- Publications
- Social media graphics
- Fact sheets and infographics
- Event graphics packages
- Merchandise
- Project management



#### Sara Olson (team lead)

**Project Manager** 

- Client relations
- Asana management
- Brand management Process refinements
- Supervision
- Special projects



### **Dvlan Hamilton**

Level IV Office Manager

- P/T-card reconciliations
- HR project assistance
- Physical mailings
- Weekly marketing update
- Digital mailings: prepare and schedule via Webtools, Outlook
- Extension email account
- Scheduling and meeting logistics
- Website assistance: data pulls, basic content uploads
- Purchasing and maintenance requests



## **Monique Rivera**

**Translation Specialist** 

- Spanish translation
- Translation services liaison
- Manages extra help staff
- Consults on strategy & marketing channels



#### **Todd Gleason**

Media Communications Specialist, News & Public Affairs

- · Produces and hosts daily radio programming with WILLAg.org
- Provides radio & television news content to broadcast outlets
- Hosts Extension & College Events
- Organizes the annual Farm Assets and All-Day Ag Outlook Conferences
- Administers social media accounts relevant to content