

## **PUBLIC INFORMATION SPECIALIST**

**POSITION SUMMARY:** Communicate accurate, timely and compelling information to members, potential members, partners, and the public about organization activities. Execute communication that is relevant, promotes the organization and builds meaningful community and member connections in accordance with the TMACOG mission, purpose, and strategic goals.

### **ESSENTIAL FUNCTIONS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monthly writing and proofing of TMACOG's online newsletter.
- Provide consistent style and branding of communication by writing the newsletter, LinkedIn blog, department marketing collateral, print and radio advertising, speeches, grant applications, talking points and other regular information pieces needed to support programs and events.
- Proofread and edit public reports for accuracy, style, and grammar, as well as partner with senior staff to write policy documents.
- Facilitate public relations for departments to promote programs, share public information and publicize the value of the organization.
- Act as print and electronic media liaison providing press releases and responding to requests for information from media outlets and the public.
- Create and update administrative policy documents as needed.
- Maintain corporate style through editing and proofreading of major documents.
- Purchase paid advertising.
- Work with TMACOG management and staff to assemble accurate content for publications and coordinate public information activities.
- Create and manage content for TMACOG LinkedIn channel.
- Learn the various projects, programs, policies, and related information that make up TMACOG.
- Provide back-up support to the Communications Director:
  - Photographer/ videographer
  - Posting to Twitter and Facebook social media channels
  - Updates to TMACOG Content Management System (CMS) Website [www.tmacog.org](http://www.tmacog.org)

### **COMPETENCIES:**

- Excellent writing, proofing, and editing skills. Ability to write in variety of modes such as persuasive, journalistic, and spoken.
- Strong knowledge of various media outlets.
- Proficient skills in Microsoft Office suite.
- Proficient with computer programs and software applicable to position; able and willing to learn new programs.
- Strong written communications skills, including experience with maintaining agency style, editing, and proofreading.
- Strong organizational skills with the ability to manage priorities and workflow.
- Excellent oral and presentation skills.
- Strong knowledge of online social media marketing and marketing channels.

- Photography and videography skills.
- Possess a current, valid driver's license.
- Legally able to work in the U.S.

**PHYSICAL DEMANDS/REQUIREMENTS:** Work is typically performed at a desk or table requiring use of standard office equipment. Intermittent sitting, standing, and stooping; must be able to occasionally move or lift objects of no more than 30 lbs. The employee is regularly required to stand, talk, or hear in person or over the telephone and drive a motor vehicle to attend meetings and events. Occasionally required to assist with table and chair set up for meetings

**WORK ENVIRONMENT/CONDITIONS:** While performing the duties of this job, the employee regularly works in an office setting. Occasional remote work may be considered.

**TRAVEL:** Occasional waterway and construction site visits.

**EDUCATION AND/OR EXPERIENCE:**

- A Bachelor's degree in a related field is required.
- 3-5 years relevant experience or equivalent combination of education and experience is required.

**SALARY:**

\$45,000 to \$55,000 commensurate with experience.

To apply, please send resume, letter of interest, and TMACOG application found at <https://tmacog.org/employment> to [resume@tmacog.org](mailto:resume@tmacog.org)