

Communications Specialist

\$38,146 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Administration seeks an individual to perform responsible work writing, developing and producing a variety of public information and marketing materials for public and media consumption using a variety of communications tools and resources.

Responsibilities: Write and/or provides editorial support for public information activities within the organization and for the public release. Serve as back up to County Public Information Officer (PIO); post and monitor social media for departments under direction of County PIO. Write, edit and distribute news releases for County Departments as assigned; edit and review County materials for consistent County style, grammar and punctuation. Assist Departments with appropriate messaging for print and digital media; support County departments in development of marketing materials, strategies and communications planning. Serve as an Emergency Public Information Officer in the event of a County-wide crises.

Requirements: Any combination of education and experience equivalent to Bachelor's Degree in Public Relations, Journalism, Communications, English, Marketing or a related field; some experience in marketing, public relations or communications. Thorough knowledge of the principles, techniques and methods of public relations, marketing and communications; knowledge of advertising and publicity techniques; knowledge of the proper methods and techniques of researching, preparing and disseminating public information; knowledge of Photoshop and online social media tools; knowledge of principles and processes for providing customer service. Skill in the use of computer software, especially Microsoft Office Suite. Ability to exercise courtesy and tact as a member of a diverse team of employees and in citizen interactions; work under pressure and meet deadlines; effectively communicate complex ideas and proposals which may include preparation of reports and presentations; understand information and ideas presented both verbally and in writing.

Accepting applications until 11:59 pm EST on 09/01/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>