

Wythe County Career Advertisement
Public Information Officer & Grant Writer

Wythe County seeks a creative professional to engage and inform the public through media releases, website, social media and civic engagement opportunities as our public information officer. Wythe County residents will come to depend on this person as a reliable, trustworthy, timely source of news and information regarding public meetings, public business and emergency information. In addition to these public-facing duties, the PIO also serves a critical county financial function by applying for, receiving, tracking and reporting on grants from public and private sources to support county projects and initiatives. The ideal candidate will have experience in professional writing, public speaking and speechwriting, grant writing, workflow organization and video production. Minimum salary: \$34,000; actual starting salary depends on education and experience. Full-time hourly position, 40 hours per week with a varied work schedule. Available benefits including health insurance, Virginia Retirement System, paid leave and more. Address cover letter to Wythe County, Attn: County Clerk Martha Collins, 340 South Sixth Street, Wytheville, VA 24382. Complete application package includes county application (<http://www.wytheco.org/Documents/employment/WytheCoApp.pdf>) plus cover letter, current resume and three professional writing examples. Email application package to mgcollins@wytheco.org. Position is open until filled, with initial review starting April 7, 2021. Wythe County is an equal opportunity employer.