



Communications Administrator - Starting Salary \$100,000 - \$115,000 DOE/DOQ

The Hampton Roads Planning District Commission (HRPDC) is seeking a candidate for the position of Communications Administrator to manage the delivery of a comprehensive, proactive, cohesive communications strategy across the organization. This position is responsible for clear and concise, internal and external communication of all HRPDC and HRTPO activities, including community outreach and engagement, public relations, public information, and media relations. The Communications Administrator is responsible for guiding and supervising a team of professionals in order to maintain and upgrade the HRPDC and HRTPO websites, social media platforms, and other digital communications tools including graphic design, videos, and photography.

For more information on this position, including education, experience, knowledge, skills, abilities and benefits, visit <https://www.hrpdcva.gov/page/employment/>.

To be considered, applicants must submit a letter of interest and résumé and should be prepared to provide examples of work along with professional references if requested. Submit required materials to Kelli Arledge, Deputy Executive Director, HRPDC/HRTPO, 723 Woodlake Drive, Chesapeake, Virginia 23320, or via email at karledge@hrpdcva.gov. EOE

Closing Date: Open until filled; resumes reviewed on an ongoing basis.