



**GLOUCESTER COUNTY**  
invites applications for the position of:

# **Public Communications/Media Specialist**

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**SALARY:** \$48,799+/- DOQ

**OPENING DATE:** 2/13/2023

**CLOSING DATE:** Open Until Filled

**Description:**

Under general supervision, produces and coordinates print, digital, and videographic collateral for Gloucester County. Creates marketing strategies and produces a wide variety of media materials. Trains and works with staff from other departments to ensure marketing and public information items are of professional quality and in keeping with the County's branding efforts. Serves as the media contact and assists in performing the Public Information Officer duties for the County in the absence of the Community Engagement and Public Information Manager. Employee must exercise tact and courtesy in frequent contact with county and school officials, county staff and the public. Reports to the Community Engagement and Public Information Manager.

**Required Knowledge, Skills, and Abilities:**

Thorough knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Word, Excel and PowerPoint; video editing software such as Adobe Premiere Pro and Premiere Rush, desktop publishing programs such as Adobe InDesign and Photoshop, Canva, etc. and social media sites including Facebook, Instagram, Twitter, etc.

Thorough knowledge of modern techniques and methods used to communicate with the public through print and electronic media including production of various types of print publications and effectively using social media and videos. General knowledge of relational database characteristics and structured query language (SQL).

Ability to form and maintain positive working relationships with County employees, the news media, and members of the public.

**Qualifications**

Possession of an Associate's degree in Mass Communications, Marketing, Graphic Design or related field; Bachelor's degree preferred.

Four (4) years of progressive experience in public communications, multimedia design and production;

Any equivalent combination of training and experience, which provides the required skills, knowledge, and abilities.

**Special Requirements**

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Must obtain the FAA Remote Pilot certification within 12 months of hire.

To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.

For a complete job description and to apply online, visit our website at: [www.gloucesterva.info](http://www.gloucesterva.info).

*Gloucester County is an Equal Opportunity Employer & Drug Free Workplace*