



**Accepting Applications**  
**Full-Time**  
**Public Information Officer and Community Events Coordinator**  
Posting # 139709

The **Public Information Officer/Community Events Coordinator** is a professional position responsible for managing the public relations function of Athens County Children Services as well as the development, coordination, and implementation of various community wide events and projects. The Public Information Officer/Community Events Coordinator, under the direction of the Executive Director, acts as a spokesperson for the agency to the media. This is a full-time position working 40-hours per work week, regularly scheduled with in the hours of 8:00am to 5:00pm, Monday through Friday, except legal holidays, with flexibility of early morning and evening hours as needed to complete job responsibilities. Some weekend work may be required. The supervisor may require the worker to utilize an Alternative Work Site.

Qualifications

- Bachelor's degree in Public Relations, Communications, Journalism, or a closely related field.
- Valid driver's license and Ohio Revised Code (ORC) compliant auto insurance coverage.
- Must pass a comprehensive background check.

Preferred Qualifications

- Experience as a public relations officer, coordinator, or representative in an organization, preferably child welfare oriented.
- Experience in researching and gathering information, writing and/or producing materials, presenting information to the public, handling public relations, preparing press releases, and interaction with the news media.
- Familiarity or experience with ACCS events such as the Santa Tree Project and KidsFest.

Extraordinary Benefits

- Health, Dental, & Vision Insurance
- Ohio Public Employees Retirement System (OPERS)
- 12 paid holidays
- Sick, Vacation, Personal paid time off
- Athens Recreation Center Membership
- Discounted AAA membership
- Civil Servant status after 180-day probationary period

We are accepting applications until filled. For full consideration please apply by 1/14/2022.  
Apply via ACCS' website.

[Employment Opportunities - Athens County Children Services \(athenschildrenservices.com\)](http://athenschildrenservices.com)

ACCS is a Trauma Informed Care Employer. **Protecting Children, Strengthening Families, Securing Futures**