



NOTICE OF VACANCY

Stark County Job & Family Services

Communications Administrator

SUMMARY

Responsible for managing and administering overall communications, including public relations and advertising.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES *(The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)*

Plans, develops and directs comprehensive external communication for the agency utilizing newspaper, radio, television, billboard, agency web site and social media including 1) identifying agency priorities for external communications; 2) measuring community awareness of the agency; 3) developing strategies to address identified communications needs through advertising, public awareness events, agency speakers bureau, publications and non-purchased media; 4) reviewing effectiveness of communications initiatives; 5) coordinating agency presence in the community to promote programs and services; 6) serving as gatekeeper of external communication to ensure accuracy and consistency.

Facilitates communication with news media, the community and the agency. Fields news media inquiries and directs to the appropriate division for response. Coordinates exchange of information with media regarding agency operations, legal and government issues and other developments as they apply to the agency. Serves as agency spokesperson at the discretion of the executive director.

Works with agency departments and staff to ensure accuracy and consistency of internal communication such as newsletters, fact sheets, flyers, brochures and forms. Provides oversight to speakers' bureau, community events/job fairs, volunteer programs, and other special events and activities, including recognition programs.

Prepares media releases/advertising for newspapers, television, radio, and social media.

Coordinates photo shoots and photo displays.

Produces an annual report for the agency.

Meets with stakeholders and community partners to maintain positive relationships.

Delivers presentations to stakeholders and community partners in coordination with agency staff.

Responsible for ongoing communications requests of agency director

Responsible for planning, development, implementation and oversight of agency strategic plan.

Responsible for coordination of data collection and community education/outreach regarding the Children Services levy.

SUPERVISORY RESPONSIBILITIES:

Manages Communications Specialist, and Print Shop and Mail Room staff.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree from four-year college or university in Public Relations, Communications, or Journalism. Three (3) years of related professional experience preferred. Master's degree in similar fields preferred. Experience working with a government organization preferred.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED