



JOB POSTING

DATE POSTED: April 8, 2024

POSITION: Public Information Officer

AGENCY: Licking County Health Department

QUALIFICATIONS AND REQUIRED KNOWLEDGE:

Under the administrative direction of the Health Commissioner, engages in promoting or creating an intended public image and information for individuals, groups, or organizations. May write or select material for release to various communications media. Monitors and manages all social media platforms. Coordinates volunteer recruitment and community engagement. Participates in emergency preparedness and response activities.

Bachelor's Degree in Communications, Health Promotion, Public Health, or related course of study required.

HOURS: Full Time: 40 hours per week. Some evening and weekend hours required.

SALARY: \$46,000 – \$60,000

DUTIES:

- Promotes community and stakeholder engagement.
- Prepare or edit organizational publications for internal and external audiences, including newsletters, social media, website, email, and press releases.
- Manages volunteers and volunteer activities.
- Coordinate production of advertisements or promotions.
- Confer with managers to identify trends or concerns or to provide advice on communications strategies decisions.
- Develops and updates the department's branding policy
- Arrange public appearances, lectures, contests, or exhibits to increase public awareness or to promote goodwill.
- Participates in emergency planning, exercises, and responses.
- Maintain and update websites and all social media platforms.

APPLICATION PROCEDURES: To apply, please submit resume and cover letter by **April 22, 2024** to:

Chad Brown

Health Commissioner

Licking County Health Department

675 Price Rd., Newark, OH 43055

Email: health@lickingcohealth.org

Successful candidates will be subject to background check, driving record check, and pre-employment drug screening.

The Licking County Health Dept. is an Equal Opportunity Employer