



Position: Communication Specialist

Company: Northeast Florida Regional Council

Salary Range: \$30,000 - \$42,000

Description

Coordinate and direct communication efforts for seven counties and 26 municipalities within a local government agency. Successful candidate will possess a working knowledge and skills to design and produce publications and promotional materials, inclusive of writing, editing, and proofing; WordPress experience to oversee the development and maintenance of the organization's website, design and content including social media management; present ideas and opinions in a clear and concise manner; establish and implement goals and objectives on schedule and within budget; establish and maintain effective working relationships with others; strong organizational skills, attention to detail, and a proactive approach within the office environment; successfully set and manage priorities and deadlines for themselves and other staff members; and participate in monthly preparation and facilitation of Board of Directors meeting.

Requirements

Bachelor's Degree in Communications, English, Journalism, Humanities, Public Relations, Public Administration or related field and two (2) years of experience. Knowledge and experience with Microsoft Office Suite, Adobe Creative Suite, WordPress, Homestead, Social Media platforms, Photography, etc. Ability to work under deadline pressure, handle multiple projects simultaneously, and attention to detail. Excellent written (grammar, spelling and punctuation) and oral communications and interpersonal skills is a must. A working knowledge of government affairs preferred.

Excellent benefits package available. Send resume and writing sample to Personnel Services, 100 Festival Park Avenue, Jacksonville, FL 32202 or email PS@nefrc.org. Position opened until filled. Smoke/Drug Free Workplace EOE/ADA Employer.