JOB OPENING
Public Communications Specialist (Part-Time)

The Wayne County Commissioners are currently accepting employment applications for the part-time position of Public Communications Specialist. This position will work less than 30 hours per week. The ideal candidate will have very good writing and editing skills, with capability to learn and employ communication technology.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:
1. Develop and implement a comprehensive public relations strategy:
   - Preparation and dissemination of educational and informational material reflecting county and related program activities;
   - Meet with various county agencies to document activities and functions to disseminate this information;
   - Draft and generate material and content to be distributed to the public and media outlets.
2. Manage and maintain County website, social media and other digital content:
   - Build and execute social media strategy through research, benchmarking and audience identification for both external and internal audiences;
   - Analyze social data metrics and prepare reports of activity;
   - Recommend action ideas to promote county activities and accomplishments.
3. Participate and assist in the coordination of special events sponsored by various offices:
   - Work with offices to plan special events including announcing the events on websites and social media;
   - Attending special events to document the activity and share on websites and social media.

Qualified applicants must complete an employment application (downloadable from http://www.wayneohio.org/employment-opportunities) and submit along with your resume to Wayne County Commissioners, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Barb Chapin. Questions can be directed to 330-287-5409.

Deadline for submission is May 29, 2019.

Wayne County is an Equal Opportunity Employer