

Position Available

Public Information Specialist

Service Area: Prevention and Health Promotion Services (PHPS)

Reports to: Director of PHPS

Pay Range: Pay Range 22: \$19.40 - \$23.68 (Commensurate with experience)

Under general supervision of the Director of Prevention and Health Promotion Services (PHPS), the Public Information Specialist promotes population health objectives/activities of ACPH determined annually by the agency, by programmatic grant requirements and during Public Health Emergencies. Prepares routine print and digital media communications agency-wide, including website and social media monitoring and updating. Acts as the Public Information Officer in the ICS Structure for Public Health Emergency Response activities. Acts as a public health education resource and liaison to community agencies, coalitions, and general public.

Job Responsibilities

- Prepares and implements communication objectives as outlined in agency plans, including the Strategic Plan, Risk Communication Plan, Communication Plan and agency Branding Strategy;
- Monitors and produces agency digital media; maintains media relations
- Serves as Public Information Officer on the ICS Emergency Response Team; participates in response exercises; maintains up-to-date PIO/Media Manual; coordinates ACPH Communications Team;
- Prepares and distributes various agency reports to the community as scheduled, e.g. Quarterly Updates to political subdivisions and ACPH Annual Report;
- Plans and maintains records of communication activities in order to evaluate communication outcomes and prepare and submit required reports on time.

Qualifications

- A combination of education and experience in Public Health and Communications; Bachelor's Degree preferred
- Training and experience with Emergency Preparedness Incident Command Structure preferred
- Demonstrated digital and print media experience, including social media and website management
- Valid Ohio driver license with an acceptable driving record and proof of auto insurance

WORKING CONDITIONS: Occasional overtime required. Travel within and outside the District required, some of which may be overnight for trainings or state meetings. Occasional work at night or on weekends.

BENEFITS: Paid holidays, vacation, health insurance, public retirement system

Submit resume and cover letter by **October 8, 2021** to: Human Resources, Allen County Public Health, PO Box 1503, Lima Ohio 45802-1503 or email to jobs@allenhealthdept.org

Posting available at www.allencountypublichealth.org

Posted: September 24, 2021

