

Position Available

Public Information Specialist: Full-time: 37.5 hours/week

Service Area: Prevention and Health Promotion Services (PHPS)

Reports to: Director of PHPS

Pay Range: Pay Range 25: \$24.74/hour

Under general supervision of Director of Prevention and Health Promotion, the Public Information Specialist develops and implements communication objectives/activities of ACPH as determined by the ACPH plans and/or programmatic grants. Prepares and monitors routine print and digital media communications agency-wide, including website and social media. Acts as the Public Information Officer in the ICS Structure for Public Health Emergency Response activities. Acts as a public health advocate and liaison to community agencies, coalitions, ACPH staff, and general public. Works with ACPH Leadership Team to ensure compliance with applicable program standards, grant requirements, state laws and rules, and Board of Health adopted policies and regulations.

Job Responsibilities

- Manages concept, design, content and implementation of agency communication plans as outlined in the Strategic Plan, Risk Communication Plan, and ACPH Communication Plan/Branding Strategy; maintains media relations; employs Health Equity concepts and Culturally & Linguistically Appropriate Standards in all communications and activities; evaluates communication methods and outreach activities on an ongoing basis; engages potential stakeholders by representing ACPH in community coalitions.
- Develops and implements public health outreach activities, including development, preparation and distribution of the ACPH Annual Report and maintaining website and social media presence; collaborates with program staff to develop and disseminate outreach materials for ACPH activities.
- Manages information dissemination about ACPH activities internally and externally, including agency newsletters, articles, webcasts, presentations, blog posts, websites, talking points, social media, and video.
- 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
- Maintains records of communication activities in order to evaluate communication outcomes and prepare and submit required reports on time.

Qualifications

- Bachelor's Degree in Communications, Health Education, Business, English or related field and three (3) years experience in public health, marketing, or other related field or any combination of equivalent education, training and experience.
- Must be proficient in Microsoft Office software (Word, Excel, Outlook, Publisher, and PowerPoint) and WordPress. Experience with InDesign or Photoshop preferred. Valid Ohio driver's license with an acceptable driving record and proof of auto liability insurance coverage required.
- Must have ability to operate standard office equipment (e.g., computer, printer, telephone, copier, fax, etc.).

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 to: Human Resources, Allen County Public Health, PO Box 1503, Lima Ohio 45802-1503 or email to jobs@allenhealthdept.org

Posting available at <https://www.allencountypublichealth.org/job-opportunities/>

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