

JOB POSTING

Houston-Galveston Area Council seeks the following for an immediate opening:

<u>Position:</u>	Public Information Planner	<u>Position #:</u>	TR07036
<u>Department:</u>	Transportation	<u>Reports to:</u>	Program Manager

Summary of Position: Provides assistance to Transportation Department in the execution of its public outreach activities. Work involves planning, preparing, coordinating, and disseminating public information. The Public Information Planner must work effectively with staff, consultants and contractors as a contributing member of effective work teams. Work responsibilities will require initiative and good judgment regarding procedures and processes.

Examples of Work:

1. Assist with the preparation and distribution of meeting materials for major policy and advisory committees, including summaries of the meeting proceedings.
2. Assist in the review of reports, agenda briefs and other written communications for consistency with formatting standards, communications clarity, completeness and accuracy.
3. Prepare and distribute press releases.
4. Support public outreach through public meetings, events, programs, seminars, and conferences.
5. May assist Program Manager for Public Outreach as an agency liaison with media and public information officers working for local governments, transportation agencies, and other partnering organizations.
6. Consult with and advise staff about public information options, strategies and training.
7. May develop web site content, presentations and presentation materials and graphics.
8. Performs related work as assigned.

Minimum Requirements

1. Experience in journalism, public relations, public information, communications, or media relations work.
2. Graduation from an accredited four-year college or university with major course work in journalism, public relations, communications, or a related field is generally preferred.
3. Knowledge of agency programs, policies, objectives, technology, and terminology and of the operation of all types of media.
4. Ability to research, prepare, and direct information effectively; to compose content for the web or other social media; to interpret and summarize agency programs and research; serve as an effective member of a work team.
5. Must be able to demonstrate expertise in proofreading. Should be a proven and published writer. Position requires advanced written and verbal communication skills. Must be able to direct communications to various targets and a variety of media.
6. Must have social media experience.
7. Bi-lingual in English and Spanish is desired, but not required.
8. Writing samples and samples of published work will be required.

Salary Level: Level 6, Professional II \$41,606 – \$69,878

Application Process: Please apply online at www.h-gac.com/careers

Internal candidates should express interest by contacting the Human Resources Department.