



Puget Sound Regional Council

Communications Specialist

Closes: The position is open until filled with applications reviewed beginning October 17, 2022.

Status: Regular Full-time, 40 hours per week; Exempt FLSA status.

Salary: The starting salary and decision to offer the position at an Associate or Senior level will be made at the end of the recruitment process, based on the experience of the selected candidate. The starting salary range is \$70,000 – \$80,000 (Associate level) or \$80,000 – \$90,000 (Senior level) annually, DOE, with full benefits.

Location: Puget Sound Regional Council; Downtown – Seattle, Washington

About PSRC

The Puget Sound Regional Council is the regional transportation, growth management and economic development planning agency serving Seattle and the central Puget Sound. The thriving region is home to over 4 million people and is one of the nation's fastest growing metropolitan areas. PSRC brings together the region's diverse counties, cities and towns, native tribes, ports, the state of Washington and civic interests to understand the challenges facing our region's future and make plans for the region to continue to succeed. The agency serves as the region's Metropolitan Planning Organization and is the regional leader for growth management, transportation, and economic development under state and federal laws. Visit www.psrc.org to find out more. PSRC is an equal opportunity employer.

The strength of our region is rooted in our diversity. Barriers to opportunity and achievement for people of color and other marginalized groups only undermines the talent and resources available to our region, limiting our ceiling for excellence. Regions that remove barriers and reduce disparities maximize the ability of every resident and jurisdiction, creating stronger economies, more engaged communities, and improved outcomes for all residents. At PSRC, we're striving to create a region where all people have the means to attain the resources and opportunities that improve their quality of life and enable them to reach their full potential; where differences in life outcomes cannot be predicted by race, class, or any other identity. In order for us to accomplish this, our workforce has to reflect the communities we serve. We're committed to creating an agency where all of our employees can thrive. We encourage people of all backgrounds and identities to apply.

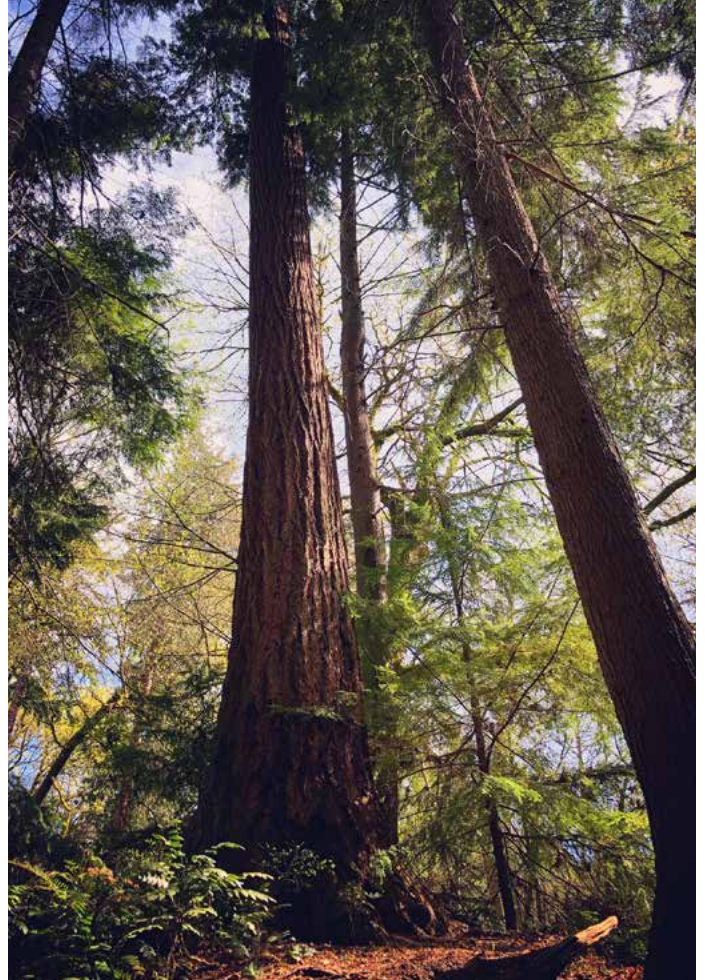
The Position

PSRC is seeking a collaborative, creative and motivated Communications Specialist to join the Communications team to execute a variety of complex writing, editing and communications activities. The position reports to the Director of Government Relations and Communications to implement the agency's communications strategy to support planning activities including transportation, land-use and the built environment through social media, web site content and a range of publications.

The Candidate:

The ideal candidate will have the following knowledge and abilities:

- Ability to write clearly, concisely and accurately, with attention to detail.
- Demonstrated ability to turn technical information and documents into readable, user-friendly materials for non-technical audiences.
- Experience in identifying key audiences and messages and appropriate communication methods and tools.
- Ability to edit documents for consistency of style and tone, correct usage and grammar.
- Experience building and executing social media strategy and generating social media posts to increase agency visibility and publicize agency activities and events. Understanding of social media data and metrics, a plus.
- Ability to draft talking points and speeches for elected officials and staff.
- Ability to work in a collaborative fashion with agency staff to produce high-quality online content, presentations, and print publications.
- Skilled in using appropriate computer applications, including website content management systems, email marketing applications, Adobe Acrobat, Word, and PowerPoint. Experience with Drupal and/or making web documents accessible, a plus.
- Ability to manage production of print and web-based publications.
- Ability to work collaboratively and effectively with agency staff, other agencies and the public.
- Ability to communicate effectively both orally and in writing.
- Experience managing events.
- Commitment to racial equity, accessibility and reaching underserved communities.
- Experience working in government relations or with elected officials, a plus.





Experience and Education:

Typical ways in which incumbents acquire the necessary knowledge, skills, and abilities include:

- Bachelor's degree in journalism, communications, or related field.
- At least two years for Associate level or four years for Senior level of professional level writing and editing experience; or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability required to perform the job.
- Or, any combination of lived experience or education experience in a related field that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

To Apply:

- To be considered, applicants must submit a cover letter and resume as part of the application process and apply at www.governmentjobs.com/careers/psrc.

Other Information Related to Position:

- PSRC is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability, veteran, or protected veteran status, genetic information and other legally protected characteristics. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact Human Resources at hrdept@psrc.org.
- This recruitment may be used to fill future openings for up to six (6) months.
- PSRC office hours are Monday – Friday from 8:00am – 5:00pm with work hours determined upon hiring.

About the Puget Sound Region

Spectacular natural surroundings, world-class education systems, thriving urban centers, vibrant neighborhoods and a lively arts and culture scene are just some of what makes the Puget Sound region an exceptional place to live and work. Ringed by snow-capped mountain peaks and crisscrossed by waterways, the Puget Sound region is a commercial center and a major hub for Trans-Pacific and European trade. Some of the world's most successful and innovative companies are based here, including Microsoft, Starbucks, Amazon, Boeing, Costco, Paccar, Weyerhaeuser, Nordstrom, and many more. Outdoor activities are especially plentiful given the region's natural beauty and mild climate. Hiking in the Olympic or Cascade mountains, kayaking on Lake Union, or cycling on one of the many rails-to-trails paths are just a few of the options available. Washington is viewed as a progressive and innovative state where people are outgoing and friendly.



Benefits

PSRC provides a compensation package that includes a salary and benefits that represent approximately 30% of an employee's total compensation package. Benefits-eligible employees at PSRC are provided a wide range of benefits including:

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Long-Term Disability (LTD)
- Washington State Public Employees Retirement Systems (PERS)
- Employer-match 457 Deferred Compensation
- Personal Time Bank (PTB)/ Vacation Pay
- Holiday Pay
- Family Medical Leave
- Bereavement Leave
- Jury Duty Leave
- Military Leave
- Transportation Incentive Plan (TIP)
- Flexible Spending Accounts (FSA)
- Life Assistance Program (LAP)
- Long-Term Care (LTC)