

## **ASSISTANT PUBLIC INFORMATION OFFICER**

We are seeking a diligent assistant public information officer to become a part of our dynamic staff. You will be responsible for assisting in all things “public and internal communications. Developing media strategies that promote a positive public image, organizing interviews between the press and councilors, and supporting the management to alleviate any public relations crises which may occur.

To be successful as an assistant public information officer, you should have strong communication skills, both written and verbal. Top candidates will also be very familiar with media engagement and detail oriented.

### **Assistant Public Information Officer Responsibilities**

#### **Assisting with:**

- Planning and hosting press conferences to announce major news or address crises.
- Preparing press releases, speeches, articles, social media posts, and other materials for public consumption.
- Developing strategies and procedures for working effectively with the media.
- Maintaining good working relationships with media organizations.
- Collaborating with the director and administrator and other team members, as needed to ensure a cohesive public image.

- Working with various teams to organize and host public events and promotions.
- With the creation talking points for councilors speaking directly to the public or media to address questions.

### **Public Information Officer Requirements:**

- Bachelor's or Associate degree in communications, public relations, journalism, or related field.
- Prior experience in a public relations role.
- Strong written and verbal communication.
- Strong understanding of the media, including social media.
- Organized and detail-oriented work ethic.
- Ability to travel.
- Ability to work evenings and weekends.