

JOB ANNOUNCEMENT

Communications Specialist 2

(unclassified position)

Posted: July 16, 2019

Deadline/Closing: July 29, 2019

Location: District Office/ Lawrenceville

Salary: \$31,000 - \$40,000

Paygrade: I

Position Number: 00175610

Position open to: All qualified applicants



Job Summary:

Plans, develops and implements communications, public relations and outreach programs. Includes: developing creative materials for public health programs (such as brochures, banners, flyers, presentations), designing engaging advertisements for digital and print media, updating agency website with content and graphics, managing social media presence and calendar of posts, assisting with photo and video capture and editing, supporting emergency preparedness through risk communication function during events and exercises, and working with programs to develop story ideas for positive press.

Minimum Qualifications:

Bachelor's degree in communications or a related field from an accredited college or university AND One year of communications or related experience OR Four years of communications or related experience OR One year at the lower level (GSP040) or position equivalent.

Preferred Qualifications:

Proficiency in Adobe Creative Suite graphic design (specifically InDesign and Photoshop). Experience with WordPress, photography/videography editing and social media marketing. Healthcare or public health experience.

Copy of Official College Transcript must be submitted with application.

We Offer:

12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

Instructions to Apply:

EMAIL, FAX or MAIL a completed application* to:

Katie Bowles - HR

Gwinnett, Newton, & Rockdale County Health Departments

PO BOX 897

Lawrenceville, GA 30046

Fax # 770-277-2089

katie.bowles@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks