



We're hiring.

Communications Assistant

DISTRICT HEALTH OFFICE – 2570 RIVERSIDE PKWY, LAWRENCEVILLE, GA. 30046

The position is open to all qualified applicants.

Date posted | December 20th, 2022

Application Deadline | Open until filled

Position Number(s) | 00013242

Position type | Unclassified

Salary | \$45,000 per year

Paygrade | H

Job Summary

Assists with planning, development, and implementation of communications, public relations, and outreach programs in a fast-paced environment. Duties include supporting internal print requests by managing the print room, reviewing and updating website content, designing and scheduling social media content, monitoring analytics and producing reports, taking photos for campaign collateral and internal newsletters, writing articles for online newsletters, supporting graphic designer with collateral updates, researching topics for public relations campaign design, collecting vendor estimates and tracking order progress, and other communications division administrative duties as assigned. Position requires organized individual to manage multiple projects at once.

Qualifications

Submit your official college transcript with your application.

Minimum

Bachelor's degree in communications or a related field from an accredited college or university OR Three years of communications or related experience

Preferred

Bachelor's degree in communications, public relations, or marketing. Experience with Adobe Creative Suite and proficiency in Microsoft Office. Working knowledge of WordPress, event management, photography, and social media. Spanish-language writing a plus.

Make a difference in the health of your community and get great benefits, too.

Apply today.

1. Download an application at www.gnrhealth.com.
2. Email, fax or mail your completed application:

Attn: Katie Bowles, Human Resources
GNR Public Health
2570 Riverside Parkway, Lawrenceville, GA 30046
Katie.Bowles@gnrhealth.com or Fax 888-883-5187

Benefits package includes

- 13 paid holidays
- Three weeks annual leave per year
- Three weeks sick leave per year
- Defined benefit retirement plan, life insurance, and payroll deductible health & flexible benefits including dental, vision, long-term care, dependent life, AD&D, and short- and long-term disability
- Medical and child care spending accounts in addition to deferred compensation accounts

GNR Public Health does not accept resumes without a fully completed employment application. Applications must be received no later than 5:00 p.m. on the application closing date. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications we receive, we are unable to provide information regarding the status of your application over the phone. Application status is not sent to individuals who are not selected for interviews.

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, and Reference Checks.