



CAREER OPPORTUNITY

Job Title: Outreach Associate (AFSCME) Grade 10
Department: Planning & Development
Reports To: Sustainability Coordinator
Location: 157 N. Main St. Suite 254, Edwardsville, IL 62025
Starting Salary: Hourly Rate \$22.09
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: April 26, 2019

QUALIFICATIONS

- Education: Bachelor's degree (communications, p.r. and/or marketing, a Master's Degree preferred)
- Experience: 3 years of relevant experience
- A valid driver's license
- Madison County, IL residency requirements must be met within 6 months of hire
- Must be able to provide writing samples related to the work

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Enhance and manage web presence, including social media and website information outreach
- Develop and manage external and internal documents and document-sharing systems such as newsletters, monthly/annual reports, and press releases
- Research and execute special events for public outreach with various partnership organizations
- Assist with direct mail information via GIS materials and data management
- Input public outreach data
- Develop marketing materials and products for multiple county programs for dissemination to varied targeted audiences
- Assist all coordinators in program implementation
- Aid in development of presentations and lecture materials for staff public speaking events
- Perform studies, analyses, and assessments leading to the development of new outreach opportunities or improvement of current programs
- Serve as public relations representative for P/D working in conjunction with Madison County Director of Communications

Qualified individuals please submit resume and applications to:

Contact Name and address- Email Matt Brandmeyer: mabrandmeyer@co.madison.il.us. 157 N. Main St. Suite 254, Edwardsville, IL 62025.

Visit <http://www.co.madison.il.us/jobs> for application and full posting.