



Public Relations Coordinator

Knox Public Health (KPH) has a full-time Public Relations Coordinator position open.

ESSENTIAL FUNCTIONS

Under the direction of the Public Health Education and Nursing Director, the responsibilities of this position include, but may not be limited to:

- Public Information Officer (PIO) which includes
 - Preparing press releases, response statements, presentations, articles and other materials
 - Developing strategies and procedures for working effectively with the media
 - Speaking directly to the public or media to address questions and represent the organization
 - Organizing interviews between the media and agency staff;
 - Coordinating a response to any public relations crises which may occur
- Working with other communications staff and agency directors to manage agency communications with community partners, the public and KPH staff
- Maintaining a communications plan including strategy, goals, budget, methods and contact information for key personnel
- Working with various agency staff to organize and host public events and promotional activities
- Maintaining strategies that promote a positive public image, reinforce the agency brand, style guidelines and communication protocols
- Works with other staff on development of needed communication pieces, i.e. brochures, flyers, letterhead; business cards, etc.

MINIMUM QUALIFICATIONS

- Associates Degree required or its equivalency in a related field
- Bachelor's Degree preferred.
- Prior experience in a public relations or communications role preferred.
- Exceptional written and verbal communication.
- Familiarity with media relations preferred
- Proficient at problem solving

- Proficient at organization
- Excellent customer service skills
- Proficient written and verbal communication skills

This position is Regular, full-time 40 hours per week, generally 8:00 a.m. – 4:30 p.m. Monday – Friday, subject to a rotating, or flexible, shift; may work additional hours, evenings, and/or weekends as required.

Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available.

If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your *resume and application* to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. Application can be found at www.knoxhealth.com. Position open until filled.

Knox Public Health regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

**Human Resources
Knox Public Health
11660 Upper Gilchrist Road
Mount Vernon, OH 43050**

Knox Public Health is an Equal Opportunity Employer Provider

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