



Perry County Job and Family Services

EXTERNAL POSTING Public Information Specialist

Classification: Public Information Specialist
Department: CSEA
Pay Range: 29
PCN: 90001
Posted: November 14, 2023

Working title: Public Information Specialist CSEA
Normal working hours: 8am – 4:30pm
Starting Rate: Step 1 \$23.72
Education Pay Offered
Application Deadline: Until filled

Applications are available online at [Human Resources - Perry County Job and Family Services \(perryjfs.org\)](https://perryjfs.org)
Submit completed Application, Resume, and 3 Professional References,
via email: PerryHR@jfs.ohio.gov

Job Duties:

The Public Information Specialist is a full-time position with medical/dental/vision benefits offered. This **Grant Funded** position is currently in year three (3), with a projected end date of June 2024. The position is within the administration of Perry County Job and Family Services, in the division of Perry County Child Support Enforcement Agency (CSEA) and reports to the CSEA supervisor. The programming will focus on established criteria to educate and encourage those aged 13-25 to, “Get On A Life Sequence”, for the purpose of promoting the Economic Mobility Responsible Parenting (EMRP) initiative.

- Administer CSEA Economic Mobility Responsible Parenting (EMRP) program
- Develop education programming for CSEA No Kidding Ohio Curriculum for the EMRP & GOALS initiative
- Plan, develop, and implement peer education curriculum centered on EMRP & GOALS criteria
- Assist with operation and supervision of the EMRP GOALS program
- Train peer educators to lead the EMRP GOALS education sessions
- Act as Supervisor for peer educators
- Prepare communications, brochures, press releases and informational material
- Acts as contact for the public for EMRP GOALS
- Educates the public on EMRP GOALS via public speaking and event appearance
- Utilize all forms of media and technology to communicate initiative messaging
- Act as liaison between agencies, community partners and the public
- Develop a system of outreach
- Attend conferences, meetings, and trainings as required and appropriate
- Analyze, track and report on program data
- Coordinate and advance multiple project goals
- Excellent communication skills to included public speaking
- Operation of computer and various computer programs
- Operation of office equipment



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- Travel in and out of county and operate county vehicle
- Develop course plans and schedules
- Other duties as assigned

All Staff Must:

- Possess and maintain a valid driver's license
- Pass BCI/FBI background check
- Comply with all safety and operational rules for motor vehicles
- Complete assignments in a timely manner, adhering to scheduling
- Keep a neat and clean appearance, dressing in appropriate attire

Minimum Qualifications

- Completion of undergraduate core program in journalism, marketing, communications, business administration, public administration, psychology, sociology, social work, or education.
- **Or**
- One course or six months experience in each of the following: public speaking, speech or oral communication; news writing and reporting; reporting public affairs; photojournalism; graphics of communication; law of press, radio and television; factual writing; editing; reporting television news; reporting radio news; and English composition and grammar or written communication.
- **Or**
- Two years' experience in writing informational articles and/or media releases, and responding to inquiries and/or complaints in-person, by telephone and/or in writing with a variety of persons (e.g., news media; customers; business or governmental officials/representatives) on behalf of employer or otherwise to promote the image of employing agency or to promote outreach activities.
- **Or**
- Education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position may require travel to include overnight stay. May require lifting of up to 50 pounds. May be exposed to or work in various weather conditions.