**Workforce Communication Specialist**

Location: Kentucky Career Center – Maysville

Hours: 8:00 a.m. – 4:30 p.m. with some extended hours

Salary Range: $37,000.00 - $41,000.00

The selected candidate should have excellent communication skills, be able to adapt in a fast-paced environment, be innovative and self-motivated with attention to detail and meeting deadlines. He/she should be able to plan and organize events. Public speaking and critical writing skills are vital.

**Job Responsibilities:**

* Develop and implement a communication strategy that includes media outreach and social media content creation.
* Manage and monitor social media accounts daily, ensuring the content is regularly updated, easily accessible, and appealing to customers.
* Develop communication plan deliverables and track communication analytics to ensure effectiveness.
* Design engaging content to grow awareness of program services.
* Assist in planning events and coordinating outreach efforts.
* Acquire and maintain a detailed knowledge of TENCO’s policies, principles, strategic goals, and program services.
* Assist in writing and developing materials for Strategic Planning, Board meetings and retreats, Program presentations, Annual meetings, and Trainings.
* Present information to small and large groups.
* Develop and maintain connections with media contacts.
* Draft content for publications and newsletters.
* Understand copyright laws and regulations.
* Proficiently utilize MS Office, photo and video editing equipment and software.
* Provide technical support for meetings such as logistics, planning, and minutes.
* Work as a team to locate and write grant applications.
* Design training materials.
* Professionally represent the agency and Board.
* Other duties as assigned.

**Education and Experience:**

Bachelor’s degree in communications, Public Relations, or Related Field with two or more years’ experience preferred.

\*A portfolio of work will be requested for review.

**Additional Skills:**

Highly computer literate.

Writing experience for all media platforms.

Strategic and creative mindset.

Meticulous attention to detail.