

DeKalb County Board of Health

Communications Specialist 2

Position #10310

(Salary is offered based on Education, Experience and/or Budget)

POSTED: February 18, 2020

DEADLINE TO APPLY: February 25, 2020

LOCATION: E.L. Richardson Health Center – CHAPS/Health Assessment and Promotion (HAP)

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

DUTIES: Under general supervision, develops and implements communications or outreach campaigns, and/or marketing plan for an assigned agency, department, facility or function. Writes and edits internal and external communications such as flyers, brochures, posters, and press releases. Plans meetings and workshops for community outreach. Other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in communications or a related field from an accredited college or university **AND** One year of communications or related experience **OR** Four years of communications or related experience **OR** One year of experience required at the lower level Communications Spec 1 (GSP040) or position equivalent.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with a bachelor's degree public health or health promotion; strong writing and editing skills with at least 3 years of experience developing media projects or health education campaigns.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

Michelle.Raines@dph.ga.gov