



## **ASSISTANT COMMUNITY OUTREACH SPECIALIST**

(JOB #114)

The Brand Advocates has an immediate opportunity for an Assistant Community Outreach Specialist in Central Florida/Orlando.

**This position involves assisting our team with various PR, branding and communications assignments, such as:**

- Project research
- Database development
- Coordinating mass mailings
- Drafting collateral material including fact sheets, brochures and flyers
- Door-to-door outreach
- Planning public meetings and special events
- Drafting community awareness account
- Other duties will also be assigned as necessary

### **Job Duties:**

- Collect and draft responses to stakeholder inquiries received from the public
- Perform project and stakeholder research
- Create and maintain project and stakeholder databases
- Perform door-to-door outreach with Community Outreach Specialists
- Develop weekly project updates and status reports
- Assist with creating social media & web content
- Prepare information for project website updates
- Translate documents into other languages, primarily Spanish and Creole
- Plan public meetings, workshops, forums and other events
- Build and maintain key stakeholder relationships
- Assist with mass mailings

### **Position Requirements:**

- Bachelor's Degree (Communications, Public Relations, Marketing preferred) •
- Strong knowledge of Microsoft Office (Word, Publisher, Excel)
- Excellent communication skills – written & verbal
- Exceptional organizational skills

- Extensive customer service experience
- Strong multi-tasking abilities

**Salary Range:**

\$40K - \$50K, depending on experience, qualifications and abilities

**Closing Date:**

September 30, 2019

Send resume and a recent writing sample to [careers@thebrandadvocates.com](mailto:careers@thebrandadvocates.com). Please reference the appropriate Job # for the position.

**The Brand Advocates is an Equal Employment Opportunity Employer**