



SENIOR COMMUNITY OUTREACH SPECIALIST

(JOB #113)

The Brand Advocates has an immediate opportunity for a Senior Community Outreach Specialist in Palm Beach County.

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
- Help prepare & disseminate project collateral materials to the public
- Perform door-to-door outreach with Community Outreach Specialists
- Attend project progress meetings and community meetings, as assigned
- 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
- Create and maintain Project Inquiry Log(s)
- 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
- Familiarity with Associated Press (AP) Stylebook
- Exceptional organizational skills
- Extensive customer service experience
- Comfortable with public speaking environments
- Strong multi-tasking abilities

Salary Range:

\$55K - \$80K, depending on experience, qualifications and abilities

Closing Date:

September 30, 2019

Send resume and a recent writing sample to careers@thebrandadvocates.com. Please reference the appropriate Job # for the position.

The Brand Advocates is an Equal Employment Opportunity Employer