



ASSISTANT COMMUNITY OUTREACH SPECIALIST

(JOB #114)

The Brand Advocates has an immediate opportunity for an Assistant Community Outreach Specialist in Tallahassee, Florida.

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. Please reference the appropriate Job # for the position.

The Brand Advocates is an Equal Employment Opportunity Employer