

## Communications Specialist

ADMINISTRATIVE ANALYST I/II (AA I/II)

JOB RECRUITMENT #21-12

**SALARY RANGE**

Low to Mid \$50,000s (position level & salary commensurate with education & experience)

**LOCATION**

Office of Communications and Engagement

**CLOSING DATE**

When position is filled

**AREAS OF CONSIDERATIONS**

All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

### Job Description

DVRPC is seeking a communications professional who is enthusiastic about regional planning, transportation, sustainability, and Greater Philadelphia. This person will join a team of planning and communications professionals, and assist with strategic communications and public outreach campaigns.

DVRPC's Office of Communications and Engagement manages the Commission's overall communications strategy and messaging; develops public participation, outreach, and engagement activities; and builds and maintains new relationships with traditional and non-traditional stakeholders. The office is involved in a wide variety of activities across the Commission, broadly grouped into four overlapping categories: Communications, Engagement, Equity, and Special Initiatives. This position reports directly to DVRPC's Associate Manager, Office of Communications and Engagement.

### Responsibilities

- Assist with planning and implementing DVRPC's overall communications strategy. This can include developing the monthly newsletter, drafting newsroom content and press releases, monitoring and posting to social media, responding to media requests, and creating web content.
- Assist with internal communications and employee engagement activities.
- Assist with public comment period administration.
- Maintain DVRPC's subscriptions, assist staff and visitors as needed, and respond to requests from general public.
- Oversee distribution of DVRPC's products and contribute to products' content lifecycle by developing messages and promotional materials for different audiences for use on various communication channels.
- Create public information displays and help with production of promotional materials.
- Assist with planning and executing special events, project-specific press events, and meetings.
- Work in project teams on various planning and research projects, assist with public outreach activities, and prepare reports and memos as needed.
- Assist maintaining stakeholder contact lists, and identify opportunities to increase DVRPC's public outreach.
- Represent the office at internal meetings, and represent DVRPC at external meetings and events.
- Perform related planning, communications, and administrative work as required.

### Qualifications

- Excellent written and verbal communications skills.
- Experience in communications, preferably in the public sector.
- Experience, or demonstrated interest in, learning effective public engagement techniques, digital marketing and social media, constituent relationship management software, earned/paid media, and web analytics.
- Experience with Google Suite and Microsoft Office Suite.
- Ability to focus on details and possess strong organizational skills.
- Ability to meet deadlines and fulfill requests in short timeframes.
- Ability to establish and maintain effective working relationships with colleagues, partners, and the general public.

### Experience & Training

To classify as a level AA I, a minimum of one year of professional experience in communications, public affairs, public administration, planning, and/or public policy, and a Bachelor's degree are required. To classify as a level AA II, a minimum of three years is required. Such experience may have been gained from a combination of experience and training. A Master's degree may be substituted for one year of experience.

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DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION. MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. **NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.**

TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:

EMAIL: [RESUMES@DVRPC.ORG](mailto:RESUMES@DVRPC.ORG); OR

FAX: 215-592-9125; OR

MAIL: 190 N. INDEPENDENCE MALL WEST / 8<sup>TH</sup> FLOOR / PHILADELPHIA, PA 19106-1520