

**Public Information Specialist**  
**Max Hiring Rate: \$24.00 per hour**

The Blueprint Intergovernmental Agency (Agency) is seeking a Public Information Specialist to join our team. This is a permanent (OPS) position within a dynamic government agency that has been at the helm of the community's most pressing infrastructure needs, based on a concept of holistic infrastructure planning and community redevelopment. The program promotes multi-use corridors, park-like regional stormwater facilities for water-quality protection, alternative transportation, passive recreation, and wildlife-habitat preservation as it builds the infrastructure the community envisions.

The Public Information Specialist position is a full time OPS position with the City of Tallahassee and Leon County Government. The position can receive health benefits that include health insurance, dental and vision. However, this position does not receive paid leave or paid holidays.

Under the direction of the Communications Manager, the Public Information Specialist will be responsible for managing Blueprint's social media platforms, which include graphic design, copy writing, social calendars, scheduling, strategy, and the development of the monthly digital reports. Additional job duties include assisting with the development of graphic design, publications and collateral, community outreach and engagement plans, planning and executing events and promotions, communications strategies, research, traveling to infrastructure job sites to take photos and videos for the Agency. Other additional duties may apply.

**Qualifications:**

- Strong writing skills and knowledge of AP style.
- Knowledge and experience using Canva.
- Knowledge and experience using Microsoft Excel, PowerPoint, and Word, as well as Microsoft Teams.
- Experience with social media platforms including Facebook, Instagram, X, LinkedIn and YouTube.
- Graphic design experience in Canva is preferred.
- Creative and has an eye for photography.

Must be able to work 40 hours per week during normal business hours (9 a.m. – 5 p.m.).

Applications must be submitted by Friday, January 12, 2023. The application is available online at <https://bit.ly/3GRDvby>.

