

NOTICE OF JOB OPENING

Posting Begins	November 17, 2022	Posting Ends	November 30, 2022
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Position Title	MEDIA RELATIONS SPECIALIST
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Department	County Administrators Office	Division	
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	City Hall 701 N. 7 th Street Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: The Media Relations Specialist is responsible to create and post regularly to our social media channels (currently Facebook, Twitter, LinkedIn, Nextdoor, Youtube, and Instagram) on behalf of the Unified Government of Wyandotte County. Coordinate research and inquiries to answer community questions, as appropriate. Coordinate content from all Unified Government departments to our social media channels as part of an overarching content calendar and maintain our social media policy. Facilitate the creation of Facebook Live events and "On the Dotte" videos that explain key functions and services of local government for the general public. Develop regular content and updates for our websites, in collaboration with other departments, and uphold our brand guidelines. Create and schedule the eNews email newsletter as a digest of weekly updates and information. Assist with the planning and implementation of strategic campaigns such as budget outreach and engagement. Provide photography at key events and functions, as needed. Support television broadcasting of our Commission meetings and other UGTV public access television content by overseeing the content calendar and scheduling functions. Support translation of materials into other languages for community reach. Provide project coordination for key initiatives of the Department of Strategic Communications and County Administration. Maintain the communications@wycokck.org email inbox for the department. Perform other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Journalism or related field and two years of public relations or media related work experience; or, any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Demonstrated graphic design skills with Adobe Creative Suite. Working knowledge of website content management, internet marketing and social media applications. Working knowledge of Microsoft Office Suite. Bilingual in Spanish is preferred.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$4,411.34-\$5,900.27/mo.	PI #	0082	Class. Code	0504
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
EOE**