

WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 Fax: (509) 524-2603

EMPLOYMENT OPPORTUNITY

Community Health Department

Position: Communication Coordinator
Starting Salary: \$3,886 to \$4079 per month DOE
Location: Community Health Department
Employment Type: Temporary, up to six (6) months; (40 hours/week)

Open Until Filled

Brief Duties and Responsibilities: Works cooperatively with Department of Community Health (DCH) management, staff, community groups, governmental and private agencies/organizations to plan, organize, provide, and participate in public health communications. Coordinates and maintains DCH's communications including serving as the Point of Information (PIO) during public health emergencies. Responsible for marketing image, including but not limited to web presence, social media, and printed materials. Assists in the dissemination of information to internal and external customers. Coordinates with local, regional, and state partners on DCH related activities, workgroups, and initiatives. See the job description for the complete list of essential job functions.

Working Conditions: Work will be performed both inside and outside of the department in the community at large, such as schools and community groups, in a variety of environments and settings. Requires ability to drive an automobile, fly in a plane, and travel as required. Ability to lift and carry 25 to 30 pounds. Requires sufficient hearing and speech ability to communicate verbally. Requires manual dexterity and visual acuity to operate personal computer and peripherals.

Minimum Qualifications: A BA or BS in communications, social sciences, or a health-related field and at least two (2) years' experience related to community outreach, mobilization, and public relations. See the job description for the complete list of qualifications.

Application: **Application, resume and cover letter required.** Visit the County website at www.co.walla-walla.wa.us to download a copy of the county employment application, job description and to apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, call (509)524-2600, email hr@co.walla-walla.wa.us

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT