

CLINTON OFFICE

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Saint Johns, MI 48879-9036
(989) 224-2195

GRATIOT OFFICE

151 Commerce Dr.
Ithaca, MI 48847-1627
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MONTCALM OFFICE

615 N. State St.
Stanton, MI 48888-9702
(989) 831-5237

JOB POSTING

Public Information Officer (PIO)**Full-Time**

Job Posting Date: August 2, 2022

Application Deadline: August 12, 2022

Mid-Michigan District Health Department – **Administrative Services Division** has an opening for a **full-time Public Information Officer** to provide public health services based on the core competency and essential functions of public health. This position's base will be in the **Administrative Office** in **Stanton** and will be expected to work district-wide. This position will work under the supervision of the Health Officer.

General Description of Responsibilities:

This position is responsible for informing and responding to the general public, stakeholders and media regarding public health and agency related communications. This includes identifying effective channels of communication for reaching targeted audiences including the general public, key stakeholders, special populations, and community partners. This position is responsible for research, development, design, and distribution of agency communication materials including, but is not limited to, reports, articles, press releases and other print materials; publicity and presentation materials; audio-visual scripts; social media and website information, electronic media including e-newsletters, and related internal/external communication responsibilities. This person also serves as a key member of the emergency preparedness team and is responsible for crisis communication. This position is also responsible for agency branding and marketing.

Qualifications:

- Possession of a bachelor's degree in Public Relations, Communications, Health Education, Journalism, English or other related field; or the equivalent in terms of work experience and/or education.
- A minimum of three (3) years of experience in public relations or related field.
- Possession of a valid Michigan vehicle operator's license, own transportation and ability to travel as required.
- Physical Requirements:
 - Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, and writing and repetitive motions.
 - Exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

Starting hourly wage – \$22.86

Competitive benefit package includes 13 ½ paid holidays, sick and vacation leave after 30 days, defined benefit retirement plan and health insurance plan that currently offers a zero-dollar employee contribution just to name a few.

Qualified applicants may submit a cover letter and resume along with a completed employment application that may be downloaded from our Agency website at www.mmdhd.org under – About MMDHD/Careers and send to: Mid-Michigan District Health Department, Attn: Human Resources, 615 N. State St., Suite 2, Stanton, MI 48888 or e-mail: hr@mmdhd.org by August 12, 2022. EOE.