STORY COUNTY invites applications for the position of:

Outreach Assistant

**SALARY:** $11.25 Hourly

**OPENING DATE:** 10/16/19

**CLOSING DATE:** 11/10/19 05:00 PM

**SUMMARY DESCRIPTION:**
A position is available for spring of 2020 beginning as early as January 13. The position will offer opportunities in networking, written and digital content creation, and community involvement.

**JOB DUTIES/RESPONSIBILITIES:**
- Expand and refine Story County Conservation's online presence
- Plan and create content for social media platforms
- Create and edit outreach videos
- Identify new outlets for spreading Story County Conservation's message
- Provide hands-on assistance with electronic and printed newsletters, brochures, and websites
- Other outreach-related duties as assigned

8 – 16 hours/week. May include some weekends and holidays. Position could extend into summer.

**QUALIFICATIONS:**
- Coursework or experience in a related field (e.g., English, Marketing/Communications, or Public Relations) is preferred
- Firm grasp of available tools and platforms in social media
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in photo and video editing highly desired. Knowledge of HTML and graphic design a plus
- An effective written and oral communicator
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines
- Applicants must be at least 18 years of age, and have a current, valid driver's license.
- Employees will undergo post-offer, pre-employment background checks and drug screening.

Additional Information:
A cover letter and resume must accompany the online application.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.storycounty.iowa.gov

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awignall@storycounty.com

Position #00255
OUTREACH ASSISTANT
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https://agency.governmentjobs.com/storyia/default.cfm?action=jobbulletin&JobID=2603215