

EMPLOYMENT OPPORTUNITY

VACANCY: ADMINISTRATION
SUPERVISOR: ASSISTANT DIRECTOR
POSITION: PROJECT MANAGER (PCN 11004.0)
POSTING DATE: TUESDAY, MAY 4, 2021 @ 7:30 A.M.
CLOSING DATE: MINIMUM OF 40 BUSINESS HOURS UP TO 60 CALENDAR DAYS.

Working Hours:

Full Flex-may require unusual hours.

Salary:

New Hire Rate \$22.08

Minimum Qualifications:

Associate Degree with major course work in journalism, marketing, communications, business, public administration, or related field.

- Three to four years work experience in promoting positive image of an organization, responding to inquiries or complaints on behalf of the employer, distributing organizational messages internally and/or externally, conducting informational meetings, or related activities
- Six months or one course in public speaking, speech or oral communication, editing, English composition and grammar or
- Equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities

Interested applicants should submit a resume and cover letter outlining how the qualifications for this position are met to Ginger Mack, Human Resource Officer 2.