

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Public Information Officer

LOCATION: St. Thomas/ St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: Until Filled

Salary: \$40,000

Union: Exempt

DESCRIPTION:

The Public Information Officer is responsible for identifying communication needs and developing informational materials that informs the general public of the agency's policies, programs, services and activities. An employee in this class must effectively plan, evaluate and execute the communication programs in furthering the agency's goals. Work is performed under the direction of a higher level officer, but the employee is expected to carry out assignment independently in accordance with established procedures and policies.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Develops and disseminates a wide range of information and data concerning the nature and objectives of agency programs, employing all types of media, including radio, television, newspapers, magazines, professional journals, posters, exhibits, and advertisement;
- Arrange and conducts workshops, seminars, and other meetings with various organizations in stimulating participation in agency activities, identifying their concerns, and motivating these groups to conduct similar programs;
- Collects and summarizes input from specialized groups or individuals through surveys, public opinion studies, or group meetings, and prepare reports to management on the public's perception of agency programs;
- Arranges and conducts tours of the agency's facility, briefing visitors and officials on the function and operation of the organization;
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of agency's programs, policies, procedures, rules and regulations;
- Knowledge of interviewing practices, procedures and techniques;

- Ability to communicate effectively both orally and in writing;
- Ability to use sound judgment in gathering, evaluating and interpreting information and drawing valid conclusions;
- Ability to prepare good written information and material for dissemination;
- Ability to establish and maintain effective working relationships with all persons contacted during the course of work;
- Ability to convey information to audiences on agency programs, policies and activities through presentations.

EDUCATION AND EXPERIENCE

- Bachelor's degree with major courses in journalism, communication, humanities or related field
- Three (3) years' experience in public relations

“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

*****DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. *****

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
