



OHIO RIVER VALLEY WATER SANITATION COMMISSION

JOB DESCRIPTION

Title: Public Information/Outreach Specialist

FLSA Status: Non-Exempt

Reports To: Communications & Environmental Education Manager

Date Revised: November 2022

Job Summary:

Under the direct supervision of the Communications & Environmental Education Manager, the incumbent leads projects associated with educating and informing the public on Commission activities and Ohio River water quality related information. Assisting the Communications & Environmental Education manager with planning, developing, maintaining, evaluating, implementing, and coordinating agency-wide public information, education, outreach, services, and activities, as well as, compiling complex water quality information and customizing for public dissemination through various media channels.

Essential Job Functions:

- Provides recommendations and assistance to management regarding public information matters, including researching, strategic planning, process improvements, collaborations, content creation, and disseminating public information.
- Develops and schedules monthly content for a variety of social media platforms.
- Prepares print and digital outreach materials for distribution, such as; annual reports, e-newsletters, brochures, articles, advertisements, etc.; oversees the layout, design, and printing processes.
- Provides independent project management on all levels of the Ohio River Sweep program, including but not limited to fundraising, logistics, site coordinator and sponsor communications, event planning, program implementation, and grant writing and reporting activities.
- Researches and presents funding opportunities for the ORSANCO Foundation for Ohio River Education (FORE).
- Handles ORSANCO and FORE website content management and media archive.
- Engages with technical program staff to upload and maintain data for public use on the ORSANCO and FORE websites.
- Assists Environmental Education Coordinator with environmental education events and outreach activities as well as curriculum development and lesson planning.
- Assists communication manager with editing communication materials such as press releases, media advisories, proposals, memos, speeches, etc.
- Handles general public information requests.
- Other duties and responsibilities as assigned.

Job Requirements:

Bachelor's degree with a major in communications, environmental science or related field, plus one-three years related experience. Experience with project management and strong communication skills are required for this position. Environmental education, event planning, and grant writing experience is a plus. Ability to work independently and assume increasing responsibility. Shall have or be able to acquire a valid driver's license and be capable of being insured or furnishing automotive insurance.

ORSANCO is a dynamic organization in a rapidly changing industry. Accordingly, the responsibilities associated with this job will change from time to time in accordance with business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those set forth above. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.