



Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Public Information Assistant

Department: Public Information

Office: Health Commissioner

Posting Date: May 22, 2017

Hours: Full-time, M - F 8 am - 4:30 pm (**may require evening and weekend hours**)

Starting Salary: \$16.74 - \$23.03/hour*

*Salary commensurate with experience

Minimum Qualifications:

- Associates degree in Communications, Visual Communications, Public Relations, Marketing, Journalism, or related discipline; Proficient with Microsoft Office, Desktop Publishing in a Windows environment; Valid Ohio driver's license and access to a motor vehicle

Responsibilities include but not limited to:

- Coordinates Public Health's participation in local health fairs and events; Coordinates scheduling with other departments, tracks participation and distributes and maintains inventory of health information documents, brochures, handouts and displays
- Assists in preparing informational publications and other educational materials about the agency (e.g. brochures, pamphlets, displays, annual reports, power point presentations, newsletters, etc.)
- Produces layout and design suitable for printing and web use; Produces photographic and/or video material to provide technical support on wide range of subjects for use in publications, website and media communications
- Reviews outgoing material for appearance and content; Works agency-wide on maintaining timely public health content related to agency programs and services
- Assist with maintaining key website linkages to other appropriate public health information on the internet
- Responds to public request for information via telephone and internet; Answers agency information line; Perform special projects as necessary
- Assist with the coordination of the Speaker's Bureau program (i.e. maintains and updates directory of speakers, schedules, speakers, make reservations and ensures availability of appropriate equipment/media)
- Maintains and updates media listings and outside agency contact information listings.
- Schedules use of audio-visual equipment; Answers phone; Participates on internal/external committees.

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings.
- Fax, email, or deliver the completed application to Human Resources at:

Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

Fax (937) 496-3070
humanresources@phdmc.org

Deadline to Apply: June 21, 2017 or until position is filled

Position is subject to a criminal background check.

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

***PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER COMMITTED TO
HIRING DIVERSE AND INCLUSIVE WORKFORCE***