



## Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: [humanresources@phdmc.org](mailto:humanresources@phdmc.org) • [www.phdmc.org](http://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:** March 27, 2019

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

**Starting Salary:** \$17.24 - \$23.73/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 the day to day operation of Public Health's Social Media platforms
- 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
- Attends and documents, through photographs and social media, Health Fairs and agency events as needed
- Responds to public request for information via telephone and internet; Answers agency information line
- Assists Public Information Specialists and Supervisor in preparing informational publications and other educational materials about the agency (e.g. brochures, pamphlets, displays, annual reports, powerpoint presentations, newsletters, etc.); Produces layout and design suitable for printing and web use;
- Produces photographic and/or video material 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
- 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.
- May be required to play an active role during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional changes in responsibilities and working locations / hours.

#### How to apply:

- Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://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, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

Fax (937) 496-3070  
[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**Deadline to Apply:** April 26, 2019 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- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ”).**