

## Communications Specialist

Port Authority is seeking a Communications Specialist to work as part of the Communications team that develops, plans, creates, and executes an assortment of communications campaigns. Under general direction, the Communications Specialist will be responsible for helping to execute the vision of the Public Relations Department and Chief Executive Officer.

### Essential Functions:

- Writes and edits various marketing materials, including press releases, newsletter stories, social media posts, e-mail marketing campaigns, website, brochures, and other materials as needed.
- Assists with researching, writing, and capturing engaging content for the Authority's social platforms.
- Supports online communications such as Facebook posts and other social media, e-newsletters, and public relations activity
- Helps develop and/or design marketing materials such as online fliers promoting upcoming events, post cards, and other digital and print collateral that require photos, logos, design elements and/or customized templates to assist the department in marketing events and programs.

### Job requirements include:

- Bachelor's degree in Public Relations, Communications, Marketing, or related field from an accredited school. Directly related experience may be substituted for education on a year-for-year basis.
- Minimum of one year of experience in journalism, communications, public relations, or related environment.
- Minimum of 1 year of experience in the use of social media in a professional setting.
- Demonstrated ability in the use of Microsoft Windows, Word, Excel, and PowerPoint.
- Excellent oral and written communication skills.
- Ability to manage time and workload effectively, including planning, organizing, and prioritizing with attention to detail.

### Preferred attributes:

- Working knowledge of Adobe products, including InDesign and Photoshop.
- In-house PR or agency experience.
- Public transit experience.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Missy Ramsey  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[MRamsey@portauthority.org](mailto:MRamsey@portauthority.org)  
EOE