

Internal Communications Specialist

Pittsburgh Regional Transit is seeking an Internal Communications Specialist to plan, develop, coordinate, and manage internal communication programs and campaigns. Works as part of the Communications team that will be responsible for helping to execute the vision of the Public Relations Department and Chief Executive Officer.

Essential Functions:

- Create content for internal communication channels including newsletter stories, social media posts, e-mail marketing campaigns, brochures, and other materials as needed.
- Collaborate with internal divisions to research, identify, strategize, plan, and develop internal communication campaigns.
- Build relationships to capture engaging content for the Pittsburgh Regional Transit internal communication channels.
- Support CEO field visits by capturing photos and developing content that can be shared with employees through various communication channels.

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 three years 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:

- Experience with Facebook, Instagram, Twitter and other social media platforms.
- Experience with HTML and sharepoint.
- Experience with Internal/Employee communications.
- Government agency experience.



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

Danielle Jacobson
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Pittsburgh, PA 15222-2527
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