

Internal Communications Specialist

Pittsburgh Regional Transit is seeking a Internal Communications Specialist to plan and execute internal communications programs and campaigns for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Creates content for internal communication channels including newsletter stories, social media posts, email marketing campaigns, brochures and other materials. Collaborates with internal divisions to research, identify, plan and develop internal communication campaigns. Captures photos and develop content for organization-wide employee communications. Interviews employees at all levels for newsletter stories. Supports live video events including all employee meetings.

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 PRT's internal communication channels.
- Support CEO filed visits by capturing photos and developing content that can be shared with employees through various communication channels.

Job requirements include:

- High school diploma or GED.
- Bachelor's degree in public relations, communications, journalism, marketing, or related field from an accredited college or university. Directly related experience may be substituted for education on a year-for-year basis.
- Minimum of three (3) years' experience in journalism, communications, public relations, or related environment, including one (1) year of experience in the use of social media in a professional setting. No certifications or licenses required.
- 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:

Amy Giammanco
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EOE