

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 videos to self-develop content for communications across various channels, both internal and external. Supports or leads live video and audio-based events, including 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.
- Shoots and edits video/picture/audio projects to tell the stories of PRT and its employees.
- Writes or assists with scripting for interviews and projects.
- Visits PRT facilities to host tabling events focusing on driving employee participation in important internal initiatives.

Job requirements include:

- Excels at taking photos and videos in a creative and visually compelling manner.
- Minimum of two (2) years' experience working with Finalcut Pro or Adobe Creative Suite video/photo editing software.
- Minimum of three (3) years' experience with long and short-form social media storytelling utilizing various forms of media.
- Flexibility to attend and cover agency-related event on nights and weekends, as needed.
- 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 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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Pittsburgh, PA 15222-2527
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EOE