

Communications Specialist

Pittsburgh Regional Transit is seeking a Communications Specialist to work as part of the public communications team to strategize, develop, execute, and manage a variety of communication campaigns. Supports media relations by developing press announcements and gathering information to respond to media inquiries. Ensure effective, clear, and proactive communication regarding projects and announcements that impact riders and the communities we serve. Responsibilities including ensuring timely delivery of accurate information to the appropriate audience/customer through various channels.

Essential Functions:

- Develop communications and marketing materials such as mailers, posters, rider alerts, brochures, newsletters, social media posts, media announcements, audio announcements and website content.
- Support media relations by developing press announcements, gathering information and responding to media inquiries.
- Identify communication needs. Develop, coordinate, implement and manage strategies and goals designed to inform and engage the community.

Job requirements include:

- Bachelor's degree in communications, public relations, journalism, English or a related field. Directly related experience may be substituted for education on a year-for-year basis.
- Minimum of 1 year experience working in media, media relations, communications, public relations, marketing, copyediting, or similar role.
- Excellent oral and written communication skills.
- Ability to work flexible hours, including evenings or weekends, to support media relations and occasional public events.
- Ability to manage time and workload effectively, including planning, organizing, and prioritizing with attention to detail.
- Demonstrated ability in the use of Microsoft Windows, Word, Excel, and PowerPoint.

Preferred attributes:

- On-Camera experience.
- Government agency experience.
- Transit agency experience.
- Working knowledge of Adobe products, including InDesign and Photoshop.
- 3 years of experience in communications, public relations, media or similar



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