



# Communications Officer

We are adding to our Team!

We are looking for an Communications (or Marketing) Professional that is able to immediately fulfill full-time Communications Officer responsibilities. The selected candidate's level of experience will determine the nature of this position.

## Experience for this position may include:

- Creating & disseminating agency publications and written communications ensuring a consistent messaging to all stakeholders including the public
- Maintaining & updating website content for both internal and external websites
- Creating an annual report for governing bodies
- Newsletter research, creation, and publication
- Design & distribution of regular and frequent email and social media campaigns
- Graphic arts and design work
- Organizing and overseeing special events such as conferences or workshops
- Experience in other Communications/Marketing duties including but not limited to; video hosting, creating audio/visual presentations, and/or conducting virtual surveys.

## Qualifications:

- High School Diploma; Associates or Bachelor's Degree in Communications, Marketing, or Graphic Design preferred
- 3-5 years of experience in communications, marketing, or a related field
- Intermediate Adobe Creative Cloud skills (or similar design program)
- Event planning & managing experience preferred
- Idaho driver's license
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered

## Salary:

- Salary range starting at \$60,000, increased starting compensation depending on qualifications & experience
- Public Employees Retirement System of Idaho (PERSI)
- Extensive benefits package including full health insurance for you and dependents; employer paid disability insurance; 401K match; and both sick and vacation time
- Flexible work schedule

**The position is open until filled. Get your application in today!**

Send cover letter, resume and 3 references to Mike Cram: [MCRAM@LHTAC.ORG](mailto:MCRAM@LHTAC.ORG) or visit us at:

LHTAC, 3330 Grace St. Boise, ID 83703