

RECRUITING ANNOUNCEMENT

Public Information Officer

Location: Las Vegas or Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced professional to be GOED's Public Information Officer. The Public Information Officer supports the Director of Communications with promoting GOED's mission by managing and implementing a public relations and public information program for the agency.

Core Functions & Responsibilities

- Under the direction of the Director of Communications, researches, writes, and edits press releases, and creates presentations;
- Manages List Serves for media and key economic development contacts in business and economic development;
- Supports the promotion of events that serve as outreach tools for the public and news media;
- Maintains effective working relationships with the GOED team as well as outside entities to assist with the develop and execution of outreach efforts that promote and communicate economic development initiatives in Nevada;
- Assists with the production of GOED's Annual Report and quarterly newsletters;
- Serves as backup to the Director of Communications for any digital communication needs concerning GOED's website and/or social media, and public records requests;
- Assists with special projects and other duties as assigned.

Demonstrated Knowledge/Skills/Abilities

- Excellent verbal and written communication skills including cultivation of internal and external relationships; public presentations and written reports;
- Flexible and able to multitask while managing competing deadlines and priorities;
- Knowledge of Microsoft Office products;
- Attention to detail and accuracy.

Education and/or Experience

- Bachelor's degree in journalism, English, public or community relations, communications or closely related field;
- Three years of professional experience in public relations or public information or an equivalent combination of education and experience.

Salary and Benefits

\$ 65,000.00 annually. This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Location

This position will be based in Las Vegas or Carson City, Nevada.

Travel Requirements

Travel within the state may be required.

To Apply

Please send resume and cover letter to Michelle Sibley at msibley@goed.nv.gov

Or via mail:

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. Nye Lane
Carson City, NV 89703

Application Deadline

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.