

Subject: Job Announcement

The Potter County Conservation District is seeking qualified candidates for the position of an Outreach and Communications Advisor. The position will be full-time (37.5 hours/week) with a probationary period of six months. The purpose of this position is to oversee the general planning, development, and direction of all communications of the District. Coordinate programs, social media, news releases, and other forms or publication to build and sustain a positive image of the District in the public. The qualified applicant must have a high school diploma or equivalent, be able to obtain required clearances, and a valid driver's license. Candidates are preferred to have an Associate's degree in Communications, Public Relations, or other related field.

The position involves extensive contact, both by phone and in person, with a variety of District customers and partners. The person in this position must have excellent communication skills, a pleasant disposition, be courteous, and detail oriented. Tasks will be assigned and supervised by the District Manager per program needs.

The salary will be commensurate with experience. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, age, sex, ancestry or national origin.

Contact the Potter County Conservation District for an employment application and full job description at 814-320-4012, or at j.childs@pottercd.com

Deadline for application and resume is March 2nd, 2018. Send cover letter, application, and resume to:

Jason Childs
Potter County Conservation District
107 Market Street
Coudersport, PA 16915

or

j.childs@pottercd.com

PCCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the PCCD will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.