

POSITION VACANCY NOTICE

TO ALL EMPLOYEES AND PUBLIC HOUSING RESIDENTS

Position Title:	Communications Officer
	<p>Note: Most SPHA positions start at the minimum rate, however some positions that require special qualifications, experience, or are in a job market shortage may start above the minimum.</p>
Summary of Duties:	<p>This is a professional position responsible for public and media relations for the St. Petersburg Housing Authority. The role of the communications officer is to maintain ongoing contact with media representatives assigned to the agency, to disseminate press releases and news tips on a regular basis, to encourage the media to provide broadened and more balance coverage of all SPHA activities, to coordinate media interviews and program appearances, and to present to the public directly, and/or via the media, the agency's opinions, actions, program strategies, and any other agency business deemed appropriate.</p>
Minimum Requirements	<ul style="list-style-type: none"> • Graduation from an accredited college or university with a Bachelor's degree in Communications, Public Relations, English, Journalism, Marketing, or related field. • A minimum of five (5) years progressively responsible relevant public relations or marketing experience. • Possession of a valid Florida Driver License is required.
Location:	St. Petersburg, Florida
Reports To:	Chief Executive Officer
Application Instructions:	<p>SPHA Employees: Complete and sign an <u>Internal Position Interest Memo</u> prior to the closing date. Public Housing Residents: Complete and sign SPHA Application prior to the closing date. Note: Applicants must possess <u>all required qualifications</u> of the position to receive consideration.</p>
Closing Date:	Open until filled

Date of Notice: March 1, 2019

St. Petersburg Housing Authority is a **Drug Free Work Place**