



King County

Invites Applications for the Position of:

Senior Communications Specialist (Project/Program Manager III)

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 07/17/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 08/18/19 11:59 PM (GMT -8:00)

SALARY: \$86,344.54 - \$109,446.48 Annually

LOCATION: Canal Place - 130 Nickerson St, Suite 100, Seattle

JOB TYPE: Career Service, Full Time, 40 hrs/week

DEPARTMENT: DNRP - Natural Resources & Parks

JOB NUMBER: 2019MK10206

SUMMARY:

The Hazardous Waste Management Program in King County ("Program" or "Hazardous Waste") is pleased to welcome applicants for a **Project/Program Manager III, Senior Communications Specialist**.

POSITION SUMMARY:

In this role, you will work fulltime for the King County Water and Land Resources Division, as a Senior Communications Specialist (Project/Program Manager III) for the Hazardous Waste Management Program Communications team. The position will help lead the program's strategic external communications, media relations, public affairs and community engagement efforts to achieve Hazardous Waste goals under the direction of the communications program manager. The supervisor for this position is housed in Water and Land Resource Division. The position will also work to advance our mission for collaborative and engaging external relations with and for racially ethnic communities of King County, and work to cultivate the public's trust in and understanding of Hazardous Waste through innovative community relations and communications strategies.

A major part of this job will be to develop and implement media relations programs, promote brand recognition, design and maintain a favorable public image for the organization, coordinate public relations activities and events, and leverage existing media relationships and cultivate new contacts. This position will also support the communications program manager in providing communications advice to Hazardous Waste leadership and project teams. Position will also lead project teams made up of consultants and members of the Hazardous Waste communications team.

ABOUT OUR DIVISION: The Water and Land Resources Division (WLRD) is one of the partners to the Hazardous Waste Management Program of Seattle & King County. WLRD hosts this position on behalf of the Hazardous Waste. WLRD safeguards King County's water and land resources by providing services that protect public health and safety and yield significant

environmental benefits. WLRD provides flood control services, storm water management, and other natural resource management services throughout the county. WLRD's mission is to protect, restore, and manage King County's water and land using the best available science, innovation, and collaborating with our partners and the community. www.kingcounty.gov/depts/dnrp/wlr.aspx

Hazardous Waste is one of the leading local government hazardous waste and toxic reduction programs in the United States. Its yearly budget is about \$20M with 70 staff across four host agencies. The Program provides high quality services to residents and businesses including hazardous waste collection, technical help to businesses, education on safer products, and policy development. For more information on LHWMP visit www.hazwastehelp.org.

WHO MAY APPLY: This is open to the public.

King County values diverse perspectives, life experiences, and differences. The Water and Land Resources Division encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans. We are committed to being equitable and fair in providing equal access to opportunities for all. LHWMP is committed to building a diverse workforce and strongly encourage applications from candidates representing diverse perspectives and life experiences and are committed to building a culturally diverse and inclusive environment.

WORK SCHEDULE: This full-time position is exempt from the provisions of the Fair Labor Standards Act and is not overtime eligible. This position is a 40-hour work week, Monday through Friday. This position may be required to work extended and/or flex scheduled work hours to respond to service needs.

HOW TO APPLY:

Forms and Material Required. Applications without the following required materials may not be considered for this position.

1. King County application (applying online satisfies this requirement)
2. Resume
3. Response to supplemental questions
4. Cover Letter detailing your background and describing how your education and experience meets the qualifications and has prepared you to perform the essential functions of the job (please limit to no more than two pages).

JOB DUTIES:

- Develop and execute high-level internal and external strategic communications plans that are aligned with program business objectives.
- Plan external relations activities for program initiatives and projects.
- Develop and execute a vision for proactive and responsive internal and external facing communications strategies.
- Develop presentations and speak publicly to various groups.
- Emphasize a collaborative work environment, leveraging the diverse perspectives and strengths of LHWMP Communications, project teams and program leadership to achieve best possible work products.
- Schedule and lead meetings to facilitate information sharing and strategic discussions.
- Develop media relations strategies, seeking placement in print, broadcast, and online media in King County market.
- Monitor and analyze public relations results.
- Ensure that the organization's brand and identity is adhered to in campaigns and all communications channels.
- Write, edit and proofread copy for a variety of marketing materials.
- Ensure accuracy of marketing materials.
- Assist in creation of website, social media and newsletter content.
- Manage social media presence.

Advance the Program's service equity goals:

- Embed equity and social justice into the Communications team's operations and services.
- Support a multi-cultural workplace with a diverse customer base.

Work within and outside the Program:

- Collaborate with management and other teams across LHWMP and within partner agencies.
- Actively work with Hazardous Waste management, including strategic planning, performance management, financial management, organizational development and other Program-wide functions and initiatives.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

The most competitive applicants will have the following experiences and qualifications:

Education and Knowledge

- 5+ years' experience working in external communications, public relations, or public affairs.
- Bachelor's degree in Communications or related field of study OR any equivalent combination of education and experience.

Skills and Experience

- Background in media relations including direct experience with managing media trainings, story placement, media outreach and media interviews.
- Proven track record of developing, pitching to and placing stories in local print, broadcast and online media.
- Strong project management skills with the ability to manage multiple projects and meet deadlines with keen attention to detail.
- Excellent oral and written communications skills with storytelling ability.
- Experience building relationships with external partners.
- Strong written and verbal skills, including experience writing executive-level communications, talking points, bylined articles, etc.
- Experience in crisis communications and issues.
- Knowledge of Associated Press Style.
- Ability to build positive working relationships, work to enhance a team and communicate effectively with a variety of people.
- Strong interpersonal skills with the ability to effectively work with executive leadership and multi-disciplinary project teams.
- Experience working with racially diverse communities and ethnic media.
- Experience using different social media platforms (Instagram, Facebook, YouTube, Twitter, Etc.)

DESIRED EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS

While not required, the most competitive applicants will have the following qualifications:

- Experience managing consultants, contracts and budgets.
- Experience communicating complex information to communities who have limited English proficiency or limited knowledge about the topic.
- Experience using market research for planning or to inform decisions.
- Experience working calmly and quickly under deadline.
- Proficiency in a language other than English.

SUPPLEMENTAL INFORMATION:

Selection Process: Application materials will be screened for clarity, completeness, and responsiveness to the list of qualifications, skills, and abilities. The most competitive candidates may be invited to participate in one or more panel interviews. References checks will be

conducted before the final selection.

Union Membership: This position is represented by **King County Council 2, Local 1652R.**

For more information regarding this recruitment, please contact:

Pamela Johnson
Human Resources Manager
Email: pamela.johnson@kingcounty.gov
Phone: 206-477-4717

For questions about the position and to learn more about LHWMP, please contact:

Michell Mouton
Communications Manager
Email: michell.mouton@kingcounty.gov
Phone: 206-477-4391

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Senior Communications Specialist (Project/Program Manager III) Supplemental Questionnaire

- * 1. Do you have 5+ years' experience working in external communications, public relations, or public affairs?
 Yes No

- * 2. If you answered "Yes" to question 1, please describe your experience. If you answered "No", please write N/A in the space provided.

- * 3. Do you have a bachelor's or advanced degree in Communications or related field of study?
 Yes No

- * 4. If you answered "Yes" to question 3, please describe your experience. If you answered "No", please write N/A in the space provided.

- * 5. Do you have a background in media relations including any direct experience with managing media trainings, story placement, media outreach and media interviews?
 Yes No

- * 6. If you answered "Yes" to question 5, please describe your experience. If you answered "No", please write N/A in the space provided.

- * 7. Do you have a background working with executive leadership and multi-disciplinary project teams?
 Yes No

* 8. If you answered "Yes" to question 7, please describe your experience. If you answered "No", please write N/A in the space provided.

* Required Question