

Public Relations Liaison

The Town of North Hempstead seeks a Public Relations Liaison, for a position to be filled starting January 2016. The Public Relations Liaison is responsible for supporting the Director and Deputy Director of Communications in all business of the busy office. Responsibilities are heavily writing based. This includes the writing of press releases, photo captions, speeches, newsletter content and social media postings. Applicants must be familiar with local media, basic WYSIWYG website editors, email campaigns, social media platforms and trends as well as possess experience in handling sensitive and confidential issues. Attendance at special events in the evenings or weekends may be required.

Must have a bachelor's degree in a related field--communications, English, or journalism. Public Relations Liaison will report to the Communications Director. Minimum 2 years' experience in a required in a related field. If interested in the position, please email a resume plus cover letter summarizing qualifications and salary requirements to Bob Weitzner, Commissioner of Human Resources, at careers@northhempsteadny.gov