

Quest Corporation of America, Inc. (Quest) is seeking a Public Information Officer or Specialist, also referred to as a Community Outreach Specialist to join our team in the Southeast Florida area covering Broward, Palm Beach, Martin, St. Lucie and Indian River Counties. on Candidate must have experience managing multiple projects and knowledge of the requirements for serving state or local governments. The ideal candidate is an experienced marketing, public relations and/or communications professional who will thrive in a fast-paced and dynamic organization.

**DESCRIPTION:** A Public Information Officer is responsible for developing and executing community awareness plans, including communicating with internal customers, community members, media, and elected officials. This position involves building and maintaining relationships within the community and with diverse stakeholders. Responsible for leading communications on multiple infrastructure improvements for roadway construction projects. Customer-service focus required. Spearheads addressing and resolving public concerns related to projects. Leads planning and implementation of public meetings and special events. The position includes business development activities, including marketing, proposal preparation and presentations.

Responsibilities include but are not limited to:

* Design and maintain a favorable public image for the organization and clients.
* Write content to inform the public about project benefits, activities and impacts.
* Coordinate all public relations activities and events.
* Develop strategic alliances and partnerships.
* Adhere to government communications protocols and other requirements.
* Create content and collaborate with creative graphics and/or video team.
* Leverage existing relationships and cultivate new business contacts.
* Able to work in a constantly evolving, confidential environment, and to travel by use of a vehicle to ​multiple locations.
* Manage project hotlines and be responsive to community questions and concerns
* Responsible for customer satisfaction and ultimately repeat business
* Responsible for working closely with teams and on individual projects, often multiple projects at one time.

The candidate must have a bachelor’s degree in a relevant discipline, preferably in public relations, communications, or marketing, with minimum of two years’ experience leading communication efforts on major construction transportation-related projects. Quest is a seller-doer organization requiring all associates to participate from strategic planning phase, selling phase through delivery of quality products and services.

**Professional Requirements:**

* Must have two years of construction transportation experience in a lead role.
* Knowledge of State, County or Municipal public meetings and public workshops.
* Excellent written, verbal and presentation skills.
* Talent for understanding, simplifying and effectively communicating complex information to diverse audiences.
* Ability to perform responsibilities with a significant degree of independence, initiative, creativity, and expert judgement.
* Strong problem solving, critical thinking and organizational skills.
* Deadline and detail oriented.
* Strong experience with strategic planning, program budgeting, reporting processes and requirements.
* Familiarity with digital communications, including websites, social media, signage, direct mail campaigns and graphic design.
* Willingness to travel to project locations.

*Quest Corporation of America, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, sex, national origin, age, disability, pregnancy status, sexual orientation, gender identity, veteran status, marital status, or other status protected by law.*