**Communications and Outreach Manager**

The Communications and Outreach Manager leads the office and advances the District’s core missions through communication, education, and outreach to stakeholders.

This position develops strategies and programs for District communications, outreach, and organization development that will educate stakeholders, strategically communicate the District core mission areas, and provide focus and support for organizational improvement and development efforts.

**JOB DUTIES**

* This position provides the day-to-day oversight of the Office of Communications and Outreach of the District.
* Serves as the media point of contact, coordinating interviews with subject matter experts and serving as the District spokesperson where applicable.
* Manage and direct the internal and external communications, messaging, branding and public relations of the District, including press releases, websites, newsletters, social media, campaign development, website updates, and emergency response communications.
* Develop and implement communication campaigns and programs to increase the public's knowledge of the District and its role in water resource management. Manage contracts for campaigns, communications services, grants, and other office-related projects.
* Perform and/or coordinate outreach to stakeholder groups regarding the District’s core mission areas, including local communities, schools, civic groups, sister agencies, and other special interest groups.
* Support local governments with water and natural resource project ideation and information.
* Identify and participate in key community events representing the District and providing information on District programs and projects
* Determine high visibility issues and assist in developing strategies for communicating information to address issues and respond to public inquiries.
* Plan, project, and track the overall budget necessary for carrying out public information programs.
* Perform alternate public information officer duties during emergency/crisis communication events, responding to media requests, directing media to appropriate resources, managing media at events, and reviewing media content.
* Perform other duties as assigned.

**Qualifications**

• Bachelor’s Degree from an accredited college or university in a major specific to division/office activities. Graduate level degree is preferred and may substitute up to two (2) years’ experience. • Minimum of five (5) years’ experience in a similar field of work, public and media relations experience, and two (2) years’ experience in government, water resource, regulatory or related communications required. • Minimum of two (2) years’ supervisory experience in related field preferred. • Accreditation in Public Relations (APR) and/or Public Information Office (PIO) Incident Command Structure (ICS) certification preferred. • Florida Certified Contract Manager (FCCM) preferred. • Professional experience as described above can substitute on a year-for-year basis for the required college education. • Valid drivers’ license.

**Special Requirements**

This position is open until filled. Equal Opportunity Employer/Veterans Preference/Drug Free/Tobacco Free Workplace