



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

Temporary, Part-time Communication Position

August 2017 – June 2018

MetroPlan Orlando is seeking an enthusiastic, results-driven communication professional for a temporary, part-time employment position lasting approximately 10 months. The position will be required to work 15 hours per week.

If you're a detail-oriented, strategic thinker and want to work on projects that will impact transportation in Central Florida, then this is the position for you. You'll join the MetroPlan Orlando team on communication and community outreach projects promoting our transportation planning mission.

Ideal candidates will be detail-oriented communication professionals with eight to 10 years of experience. Project management and ability to work independently are essential for success in this position. Exact length of the employment agreement and work hours are flexible based on the candidate's preferences, qualifications and performance.

Description of the Position

The communication professional will provide support for MetroPlan Orlando's comprehensive public relations and community outreach program. Responsibilities include, but are not limited to:

- Supporting planning projects through research, editing, and writing of white papers
- Event planning support, including being the point-person for events that will obtain input on transportation policy
- Organizing complex information and creating infographics
- Assisting with other writing assignments, including newsletter articles, fact sheets and social media content
- Helping to edit and proof technical planning documents
- Assisting with vendor oversight for printing, as necessary
- Assisting with preparations and execution of public hearings and meetings
- Assisting with other community outreach activities

Minimum Qualifications

- 8-10 years of communication and public relations experience, including project management; creating strategic communication plans and executing campaigns; and writing for various communication channels including print, video, online and social media
- Ability to communicate effectively with a strong command of the English language, both orally and in writing
- Ability to read, analyze, edit, and interpret complex technical information
- Familiarity with AP style for writing press releases and other publications

- Ability to have positive interactions and build relationships with a variety of audiences, including citizens, elected officials, business/non-profit leaders
- Ability to work effectively in a team environment
- Proficiency with Microsoft Word, Excel, and PowerPoint

Preferred Qualifications

The following qualifications are desired, but not necessary:

- Accreditation in Public Relations (APR) and/or Certified Public Relations Counselor (CPRC) credentials
- Proficiency with Adobe Illustrator, Photoshop, InDesign
- Involvement with professional association to hone communication skills

Salary/Benefits

This will be a paid position at our offices in downtown Orlando with free parking included. We offer opportunities for flexible work days and teleworking, with supervisor consent. Our offices will be closed for holidays on these days: New Year's Day (Jan. 1), Martin Luther King Day (3rd Monday in January), Memorial Day (last Monday in May), Independence Day (Jul. 4), Labor Day (1st Monday in September), Thanksgiving Day and the Friday following Thanksgiving (4th Thursday and Friday in November), and Christmas Day (Dec. 25).

Temporary employees are not entitled to benefits such as paid holidays, paid sick leave, paid vacations, paid personal days, paid insurance coverage, pension eligibility, unemployment, or other applicable benefits afforded regular MetroPlan Orlando employees.

How to Apply

If you are interested in this opportunity, please submit your cover letter, current resume, and three samples of work to the Director of Finance and Administration via e-mail at hr@metroplanorlando.org. Available for immediate hire. Open until filled.

MetroPlan Orlando is an equal opportunity employer, a drug-free workplace, and a tobacco-free workplace. It is the policy of MetroPlan Orlando that all applicants selected for employment must sign an Affidavit for Non-Use of Tobacco Products in order to be hired. The non-use of tobacco products must have been for a period of at least six months immediately preceding application for employment; and must be maintained and continued for the duration of employment with MetroPlan Orlando.