

COMMUNICATIONS MANAGER

\$69,204 - \$84,300 + Excellent Benefits

*This position will remain open until filled.
First review of applications will begin September 11, 2017.*



The Communications Manager Job Description is summarized below.
To view the full Job Description [click here](#).

POSITION SUMMARY

The Communications Manager is considered a working program manager, responsible for overseeing a highly visible and complex section within the Renton Regional Fire Authority. Responsible for developing, managing, and implementing branding, strategic outreach, media relations, and communications of agency-wide initiatives for internal and external audiences, and overseeing the messaging of priorities and organizational programs.

ESSENTIAL FUNCTIONS

- Plan, organize and manage the Communications section within the RFA's Administration Division.
- Advise and coordinate with E-Team on strategic communications issues, including ways the RFA can be positively positioned and portrayed in the news media, social media, the community, and other government agencies and partners.
- Develop and implement marketing and communications strategic plans and recommend new communication methodologies that leverage social media, digital, and multi-media activities.
- Work with the E-Team and other RFA staff to assess and respond to crisis and emergency situations, and implement, enforce and continually evaluate communications policies, protocols and guidelines.
- Write and edit news releases and op-eds to advance RFA priorities. Assist in writing speeches and talking points for elected and E-Team officials.
- Lead the strategy, implementation, and ongoing management and maintenance of the RFA's internal and external websites.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in communication, public relations, public administration, marketing, journalism, or related field and five years of increasingly responsible experience in public relations, marketing, and/or communications OR a combination of nine years of relevant education and experience.
- Public relations experience using print, the web, and/or other resources.
- Experience implementing and managing internal and external websites.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Advanced verbal and written communications skills.
- Ability and desire to work in a fast paced, deadline driven, environment including the ability to work extended hours as needed.
- Experience using the following programs is highly desired: WordPress, SharePoint, Adobe CS, Facebook, LinkedIn, Twitter, etc.

APPLICATION PROCESS

Submit the following information by Email to HR@RentonRFA.org:

1. Cover letter explaining your interest in the position.
2. Current resume.
3. Renton Regional Fire Authority employment application including written responses to the supplemental questions listed for this position.

Questions regarding this recruitment may be directed to Sr. HR Analyst Jennifer Zinck.

Email: HR@RentonRFA.org or Telephone: 425-430-7078