

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: April 16, 2021

Closing Date: Until Filled

**Public Information Officer (Pay Grade 15)
Administrative Division, New Castle County or Kent County**

Job Responsibilities and Duties:

This position receives direction from the Attorney General, Chief of Staff, and Communications Director, serving as the Delaware Department of Justice's liaison with the media and public as assigned; assisting with the development of public information and delivery of that information; assisting with the development and execution of a digital media strategy; community outreach; and crisis communication planning. This position coordinates timely and accurate responses and information to citizens, community groups or other agencies while promoting the Department's image consistent with the overall direction of the Department. This position coordinates and conducts public meetings, media events or education programs while promoting internal communications as well. In detail this position:

- Serves as contact and spokesperson with the media and public; accessible after regular working hours, weekends and holidays as necessary.
- Assists with the development and dissemination of public information and video products, i.e., press releases, ads, annual report, fliers, special information programs, etc., in conjunction with the Department.
- Plans and coordinates community outreach events, develops information for outreach campaigns.
- Manages social media platforms (Facebook, Twitter, Instagram) and Delaware Department of Justice website, including content development.
- Responds to inquiries from the public.
- Monitors and assesses relevant news coverage, prepares responses and follow up.
- Assists in arranging interactions with the press.
- Fosters good public/media relations by notifying the media of newsworthy events and provides pertinent information in a timely manner.
- Works with Department divisions and units on community outreach and engagement.
- Appears before special interest groups and community organizations, attends relevant meetings as requested to present programs or materials dealing with activities related to the Department.
- Performs related duties and responsibilities as assigned.

Minimum Qualifications:

- A Bachelor's degree from an accredited college or university in Public Relations, Mass Communications, Journalism, Marketing, Public Administration or related field and two years of progressive experience in public relations.
- Experience in techniques and accepted practices of news gathering, writing and interviewing.
- Experience in speech writing with the ability to tailor the message to the intended audience.
- Excellent oral and written communication skills; English usage, spelling, grammar and punctuation.
- Ability to resolve complex and diverse issues which are frequently controversial and explosive in nature and critical to Department operations.
- Knowledge of operations of public relations/communications functions and effective advertising methods and practices.
- Excellent research, organizational and conflict resolution skills.
- Ensures confidentiality and can handle sensitive information.
- Knowledge of state and federal laws, rules and regulations governing Department activities.
- Ability to develop and maintain working relationships with all types of internal and external personnel; outside agencies, boards, elected officials, management and the general public.
- Proficient on computer equipment and ability to use a variety of software packages.
- Ability to work effectively under pressure and with short timelines.
- Ability to travel to attend and support meetings and special events or activities in order to proactively represent the Department.
- Skilled in strategic thinking and problem resolution.
- Experience with photography/videography preferred.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.