



**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** NB00008921i  
**Opening Date:** 01/08/2008  
**Closing Date:** 01/28/2008



## Communications Consultant 2

**\$3,033.00 - \$3,935.00 per month**

### Agency Information

NOTE: TO APPLY FOR THIS POSITION, PLEASE READ AND FOLLOW THE INSTRUCTIONS AT THE END OF THIS RECRUITMENT ANNOUNCEMENT. PLEASE DO NOT APPLY IN E-RECRUITING.

Location: The Workforce Training and Education Coordinating Board is currently recruiting for a full-time permanent Communications Consultant 2 position in Olympia, Washington.

About Us: The Workforce Training and Education Coordinating Board (Workforce Training Board) is responsible for advising the Governor and Legislature on workforce development policy, coordinating policy for the workforce development system, assessing workforce development needs of the employers and workers in the state, and evaluating the effectiveness of the workforce development system.

### Duties

Scope of Position:

The Communications Consultant ensures the Workforce Training Board's materials convey accurate and clear information to the public, media, stakeholders and decision makers in a timely and accessible manner. The consultant will keep abreast of the research, analysis and other activities of the Workforce Training Board and help identify key information that needs to be shared with others by developing the materials and means to convey that information, including assisting in the planning of special events.

Duties include:

- \* Reviewing, writing and editing communication materials, including media releases, web content, reports, brochures and other promotional materials.
- \* Developing, monitoring, proofreading and expediting print and electronic production of materials.
- \* Serving as liaison for agency and production and design personnel to arrange for development and distribution of communication materials.
- \* Assisting in planning and coordinating special events, conferences and public meetings
- \* Responding to public and media inquiries as needed.

### Qualifications

**Requisition Title:** Communication Consultant 2 NB00008921

**Requirements:**

Bachelor's degree in English, communications, journalism, humanities, public relations, or related field and at least one year of writing/editing experience; or equivalent education/experience.

**Desirable:**

Experience in using the web in a variety of ways as a communication tool.

## **Special Notes**

We offer extensive opportunities for professional development and an outstanding employee benefits package worth about 30% of your salary. Here's a brief summary of benefits offered to eligible state employees.

- \* Medical, dental, vision, life and long-term disability insurance
- \* 12-22 days (depending on length of state service) of vacation leave per year
- \* 12 days of paid sick leave per year
- \* 11 paid holidays and 1 paid personal holiday per year
- \* Newborn, adoptive and emergency child care leave
- \* Shared leave, family medical leave, military service and civil leave duty
- \* Leave without pay for maternity and education
- \* Membership in the Public Employees' Retirement System
- \* Optional Deferred Compensation Program for tax-deferred retirement investment
- \* Optional credit unions, savings bonds, and Dependent Care Assistance Program
- \* Guaranteed Education Tuition (GET) Program

## **Other Information**

**APPLICATION PROCESS:**

Interested candidates should submit a detailed resume, professional references, a cover letter describing your interest and qualifications for this position, and the optional Applicant Profile Data Form (which may be found by clicking on the link at <http://www.dop.wa.gov/Resources/Forms>) to the address listed below.

Karla Brauer  
Executive Assistant  
Workforce Training and Education Coordinating Board  
PO Box 43105  
Olympia, WA 98501-3105  
(360) 753-5682  
FAX: (360) 586-5862

The Worksource Training and Education Coordinating Board is an equal opportunity employer and encourages all qualified persons, including disabled and Vietnam era veterans, women racial and ethnic minorities, persons of disabilities, and persons over 40 years of age to apply.

If you have questions or need assistance with the application process, please contact Karla Brauer at 753-5682.

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