



COMPANY NAME: Sun Tran

JOB TITLE: Marketing & Communication Specialist

JOB DESCRIPTION:

Marketing & Communication Specialist

MAJOR FUNCTIONS:

The purpose of this position is to communicate pertinent information to staff, external customers, the general public and media on a timely basis and act as liaison to the media. The goal is to expand the presence of transit in the community and assist the public in understanding the scope of transit's value in the region.

- Develop and execute the company's strategy to internal and external customers.
- Develop and execute social media content calendar and posts.
- Manage website content and development of new technologies including apps.
- Produce monthly operations reports, marketing plans, annual reports and assist with writing grant applications as needed.
- Develop copy for a diverse set of internal and external communication materials including flyers, posters, e-blasts, on-hold messages, brochures booklets, video scripts and newsletters.
- Execute public relations functions including writing and distributing news releases, developing talking points for media interviews and generating media reports.
- Software proficiency in Microsoft Office Preferred: Adobe products including Illustrator and Premier, Hootsuite and Constant Contact.

SALARY: \$20.11-\$25.00/HR

APPLICATION QUALIFICATIONS:

Requires a Bachelor's degree in applicable field or equivalent. Demonstrated ability to communicate effectively orally and in writing. Over three years' experience required, five years preferred.

HOW TO APPLY: Apply at 3910 N. Sun Tran Blvd., or download an application form from our website at www.suntran.com and fax it to (520) 293-3348 or e-mail to suntranhr@tucsonaz.gov.

DATE: 12/15/2022

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities