

Public Relations & Education Specialist

Hiring Range: \$28,354 - \$40,000

Position #00041

Application Deadline: Open Until Filled

Job Description:

The Virginia Department of Aviation seeks a dynamic, high-energy individual to help inform, educate and inspire Virginians to become the next generation of aviation professionals. The successful candidate will promote aviation awareness and education through print and electronic publications, special events and programs as well as external public relations activities, which include public speaking, and formal and informal educational programs. Responsibilities include: supporting aviation education and workforce programs; promoting teacher grants and student scholarships; assisting with the aviation art contest; staffing exhibitions, career days and fly-ins; serving as a member of the ICON A5 Introduction to Flight program; writing and editing newsletters, brochures and website content; shooting and editing photographs and video; designing electronic and print publications; conducting research; packing and shipping educational and promotional items; packing, and setting up and removing displays. The position will require travel, some overnight, across the Commonwealth as well as weekend hours during special events season. Aviation contributes \$22 billion annually to the Virginia economy, and the demand for pilots, aviation maintainers, cabin crew members, and air traffic controllers is stronger than ever.

Qualifications:

Minimum: Knowledge of public relations, public speaking, event planning, grammar and composition, electronic and print media, customer service, Adobe graphic design software, and Microsoft Office. Demonstrated ability to drive a truck or van while towing a 20-foot trailer. High school diploma.

Preferred: Prefer a degree in public relations, communications, education or related field or equivalent training/experience. Prefer aviation experience and formal or informal education experience.

Note: The incumbent of this position may travel both in and out of state as necessary. To apply for this position, please go to: <https://virginiajobs.peopleadmin.com/postings/search>. Failure to complete any section of the application or provide a detailed resume may disqualify the candidate for further consideration. Applications should include pertinent work history, experience and educational information. Candidates submitting cover letters, resumes, etc., must submit these attachments with their applications. These documents cannot be accepted separately.

Selected candidate(s) will need to complete the I-9 Form. DOAV participates in E-Verify.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disability Act. Contact 804-774-4632 for assistance. Minorities, individuals with disabilities, Veterans, and people with National Service experience are encouraged to apply. EEO/AA/TT

State employees affected by Policy 1.3 Layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card) must submit the card BEFORE the closing date for this position. The card can be scanned and submitted with the electronic application or faxed separately to (804) 236-3635. Please include your name and the position number on the fax cover sheet. Members of

the AMERICORPS, PEACE CORPS, AND OTHER NATIONAL SERVICE ALUMNI ARE ENCOURAGED TO APPLY. Equal Opportunity Employer

The Department of Aviation is dedicated to recruiting, supporting, and maintaining a competent and diverse work force.

**Virginia Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250**