

The Association of County Commissions of Alabama seeks a dynamic communications professional to fill the role of Communication Assistant. This is an entry-level position requiring 1-5 years of experience.

The Communication Assistant, under the supervision of the Director of Public Affairs, will assist the Communication and Education Department with the execution of internal and external communication plans including, but not limited to, the drafting of press releases and website content, publication design and content creation, media relations, outreach to elected officials, event planning, social media and more.

The successful candidate must demonstrate a desire to work in a fast-paced environment, and the ability to work well in high-pressure situations. This entry-level position offers a unique opportunity to receive first-hand communication, governmental affairs and event planning experience inside a Montgomery-based Association with a statewide impact!

Qualifications:

- Strong organizational, administrative and communications skills
- Good writing and proofreading skills
- Proficient in Microsoft Word with knowledge of Excel and PowerPoint
- Microsoft Publisher and desktop publishing experience preferred, but not required
- Social media knowledge and experience
- Bachelor's degree in Communications, Marketing, Journalism or equivalent experience

Candidates should submit a cover letter and resume to Terri Reynolds at treynolds@alabamacounties.org. Writing samples are strongly encouraged, but not required. Application materials must be submitted by 4:30 p.m. on Friday, October 21 in order to be considered.