



The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* to the position of **Public Affairs Officer**. *This is a non-represented full-time position.*

- Position Title:** Public Affairs Officer
Posting Period: February 9, 2024 through February 23, 2024
- Salary:** \$83,696.14 to \$104,620.17 Annum (Pay Grade 905)
Salary to Commensurate Based on Experience
- Reports To:** Chief Legal Counsel
- Union Affiliation:** Non-Represented

Description of Work:

RIPTA is seeking a Public Affairs Officer to initiate and oversee the establishment of integrated strategies, plans, and programs designed to ensure that all communication and public relations efforts are cohesive, consistent, and effective in supporting the mission and advancement goals of the Rhode Island Public Transit Authority. Serves as the designated spokesperson for the organization and its partners.

Essential Duties and Responsibilities:

- The Public Affairs Officer (PAO) will serve as the central source for preparation and release of information and materials; write media advisories and/or releases; promulgate public information policies; coordinate with other public agencies; create press events and do related work as required;
- The PAO receives and responds to media calls and disseminates accurate information to the press in support of the agency’s communications strategy;
- Manages media training for any personnel who represent the agency to outside groups;
- The PAO will lead the development and implementation of the company’s external and internal communications and outreach strategy to protect and enhance the agency’s image within the community;
- Monitor issues that could potentially impact the agency and keep CEO informed; maintains agency’s crisis communications plan to ensure timely responses to incidents; draft statements in response to incidents;
- To do related work as required.

Qualification Requirements:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions of this position.
- Ability to effectively communicate with the public and collaborate and partner with local jurisdictions and agencies.
- Proven ability to build good, effective working relationships with staff at various levels of an organization.
- Ability to work independently under minimal supervision.
- Communicate clearly and concisely, both orally and in writing.
- Excellent writing and grammatical skills.
- Interested applicants should submit their cover letter, resume and/or RIPTA employment application to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written test;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA copies of any licensure and/or certifications required to perform job duties prior to appointment;

- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution;
- Applicants claiming Military status; should submit a copy of the DD-214 form.

Education:

- A Master's Degree in Communications, Marketing, Public Administration, Journalism or a related field from a college of recognized standing.
- A thorough knowledge of the principles, practices and techniques of communication programs; a thorough knowledge of, and the ability to evaluate, the attitudes and reactions of interested and affected groups as well as other demands and needs for information about the department's programs and objectives; the ability to research, write and edit news releases, articles and feature materials for use of media and publicity agencies; the ability to communicate effectively with media representatives, educational institutions, community organizations and the general public; and related capacities and abilities.
- Candidates should be able to speak clearly and effectively in public.
- Working knowledge of languages used by our riders and constituent groups is desirable but not required.

Experience:

Experience such as may have been gained through; considerable employment in a highly responsible position involving responsibility for the research, analysis, policy development and dissemination of information.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:

Work is performed independently within broad guidelines in accordance with Authority and departmental policies and/or practices.

Interested applicants should submit their cover letter, resume and RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 or via email jobs@ripta.com no later than Friday, February 23, 2024. RIPTA employment application is located on www.ripta.com/careers. Telephone calls will not be accepted regarding application status.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.