

**NAUGATUCK VALLEY COMMUNITY COLLEGE
PUBLIC RELATIONS ASSOCIATE
(CCP- 16, 12 Month Tenure Track Position)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Naugatuck Valley Community College
Minimum Salary: \$53,774 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.
Closing Date: March 11, 2016
Anticipated Start: Spring 2016

MINIMUM QUALIFICATIONS:

Bachelor's degree in an appropriately related field and at least one (1) year of related experience

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

Under the supervision of the Director of Marketing, the Public Relations Associate supports the college's strategic marketing plan with writing, editing, media relations, research tasks, public relations initiatives, and positioning strategies. The Public Relations Associate manages, maintains and develops relationships with reporters, writers and representatives of the press in the 22- town service area, government and system contacts as appropriate. The Public Relations Associate is accountable for research, writing and editing informational material to provide for clear and accurate communication with the College's external and internal audiences. This accountability includes such essential tasks as: collecting information, verifying its accuracy and creating written material appropriate for intended audiences. This may include interviewing sources of news and information and developing informative and interesting articles and written material; collecting written material from other College sources and editing for content, form and grammar and producing articles and information for communications and news publications; preparing complex information materials such as College catalogs and schedules involving the verification of precise and vital data and placing in useful format. The candidate must be well-versed in both print and on-line formats for news, including the ability to manage news content on the website and in social media applications. Provides website support utilizing content management systems, writes and edits for an online audience. Applicants must adapt to the changing needs of the population served by the college. The incumbent will be assigned to the Waterbury campus and will have some responsibility for supporting the Danbury campus. Hours may vary and can include some evenings and weekends.

Application Instructions:

For complete application instructions, please go to the Naugatuck Valley Community College website at [Public Relations Associate Position Announcement](#)

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacque Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.