

Ottawa County Road Commission

COMMUNICATIONS ADMINISTRATOR

The Ottawa County Road Commission is seeking a candidate for Communications Administrator. This position will develop and implement communication strategies, campaigns, programs, and training to enhance employee and public awareness of the Road Commission's role in the community. This position also serves as the Board Secretary and will have Office Manager responsibilities.

Qualifications include a Bachelor's Degree in communications, journalism, public relations, or related field. Prefer four years of progressive experience in the design, development, and implementation of communication, journalism, and/or public relation programs, or equivalent combination of education and experience.

An application can be completed in person at our main office or downloaded at www.ottawacorc.com and printed and either mailed, faxed, emailed, or dropped off in person to our main office. Resumes and cover letters will only be accepted if they are accompanied by an application.

Ottawa County Road Commission
Human Resources Department
14110 Lakeshore Drive
P.O. Box 739
Grand Haven, MI 49417
Fax: 616-850-7237

Email: kwahr@ottawacorc.com

Office hours: 7:30 am to 4:00 pm Monday-Friday

EEO