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**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: May 3, 2022
RE: Temporary Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: ***Temporary*** Communications Coordinator *
Location: PEF Headquarters (Albany)
Salary: \$52,673 + (Category 10, Hiring Rate of the
PEF/USW salary schedule) **

* Pursuant to Article 23 (G) of the PEF/USW agreement, temporary appointment to replace incumbent on leave. The leave is expected to be 6 months.

** PEF retains the right to increase the starting salary based on experience.

Interested members of staff are invited to submit applications in writing to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title:	Communications Coordinator
Unit/Category:	USW – Category 10
Department:	Communications
Position Summary:	Reports to and completes projects assigned by the Director of Communications. Duties include but are not limited to creating and updating social media pages, securing advertising for PEF publications, proofreading a variety of printed materials including <i>The Communicator</i> , plus designing, and producing publications and materials for PEF regional coordinators and council leaders. Also, assists with cataloging digital photos.
Qualifications:	Four-year college degree required. Strong media and public relations skills. Excellent written and verbal skills. Experience in production and editing-color magazines and brochures.
Key Functions:	<ol style="list-style-type: none">1. Creating, updating, and maintaining PEF social media pages, including Facebook and Twitter.2. Secure online advertising for PEF's official digital publication, <i>The Communicator</i>.3. Ability to design, layout, proof and arrange the printing or a variety of public relations materials, from post cards to banners.4. Experienced with MAC computers and knowledge of creating images, slides, and composites.5. Responsible for web calendar updates and blog entries.6. Able to proofread and correct written copy for printed materials or web or social media pages. Knowledge of spelling, grammar, punctuation, syntax, and use of the Associated Press Style Book.7. Assists in maintaining and cataloging digital photos.8. Provides the daily PEF news clip service by searching for printed and electronic news and feature stories of interest to PEF.9. Works with PEF leaders and members by designing, recommending, and ordering give-a-ways for various PEF events.10. Ability to create house ads for different publications and work with the PEF Accounting Department regarding payment.

11. Consistent and reliable attendance.
12. Other duties as assigned.

All the above Key Functions are essential functions that a candidate must be able to perform either with or without a reasonable accommodation.

Amended 9/9/2016