

Office Specialist 2 (temporary)

Open for Recruitment: Jan. 25-Feb. 8, 2016

Location: Boise

This Idaho Department of Labor office specialist 2 is a 20-hour-a-week position which could last approximately eight months. As a member of the Web Delivery Team in the Communications and Research unit, the specialist will assist with writing and editing needs.

Responsibilities:

- Draft social media posts for the agency.
- Proof documents as needed.
- Draft agency outreach emails.
- Draft news releases and blog posts.
- Must interact effectively within the Web Delivery Team and with in-house clients.
- Perform other duties as assigned.

Minimum Qualifications:

- Good knowledge of organization, structure and ethics of electronic or print media.
- Experience writing for the public.
- Basic understanding of social media use for businesses.

Preferred Qualifications:

- Associate or bachelor's degree (or working toward a degree). Preferred field of study of journalism, public relations or related field.
- Exemplary writing skills. Ability to communicate effectively within the parameters of social media and electronic publications.
- Experience providing content for Facebook, Twitter, YouTube, LinkedIn and WordPress accounts.
- Demonstrated ability to handle multiple projects, organize time and set priorities.

How to apply:

Please submit a letter of application outlining how you meet the qualifications listed above, a resume and three writing samples (published writing samples preferred). Include the names and contact information of three references and send to:

Idaho Department of Labor
Attn: Personnel Mailbox
317 W. Main St. Boise, ID 83735-0920
Fax (208) 246-8947

Or

Email: <mailto:personnelmailbox@labor.idaho.gov>