

## ***Job Description – Marketing & Public Relations Specialist***

**Position Title:** Marketing & Public Relations Specialist

**Location:** Independent Disability Services, Inc. (IDS)  
2100 E. Milwaukee Street, Suite L14, Janesville, WI 53545

**General Description:** This position will be responsible for the planning, developing, and implementing of the organization's marketing strategies, marketing communications, and public relations activities, both external and internal. He/she will plan the overall communications strategy, develop branding and messaging, and then promote the organization and its programs across various media outlets and at networking events.

**Hours:**

- Part-time/hourly/non-exempt position.
- Approximately 15-20 hours per week.
- Office Hours are 8:00 AM and 4:00 PM Monday – Friday.
- Evening hours are required on an occasional basis.

**Minimum Qualifications:**

- Associate's Degree in Marketing or a related field (i.e. public relations, journalism)
- Two year's experience working in marketing, communications, or public relations for a non-profit or commercial organization
- Strong writing, editing, and design layout skills
- Interacts well with people and strong communication skills
- Must be able to read, write, and speak the English language
- Proficient computer literacy in word processing, database management, and page layout
- Must have current Wisconsin's driver's license in good standing and successfully complete a Driver Record Check
- Must be able use own vehicle for work duties and assignments and have proof of vehicle insurance
- Successful completion of a Wisconsin Caregiver Background Check is required

**Benefit Package:**

- Competitive wages
- Friendly work environment
- Flexible schedule
- Paid, continuing education
- Mileage reimbursement
- SIMPLE IRA (if eligibility requirements are met)

**To Apply:**

Submit cover letter, resume, wage requirements, and two original writing samples to Lisa Ames, Executive Director, by **Monday, February 6, 2012.**

Email: [L.ames@idsrock.com](mailto:L.ames@idsrock.com)

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