

## **Communications Specialist**

The Intelligent Transportation Society of America (ITS America), a nonprofit association which represents about 400 member organizations involved in transportation technology, is seeking a Communications Specialist to support the Communications Director and Campaign Director in developing, implementing and identifying communications, marketing and governmental relations strategies to educate various constituencies about the purpose and mission of ITS America and its members.

The ideal candidate is a strong writer, highly organized and able to manage multiple priorities. Specific tasks include, but are not limited to: assisting with media relations including writing news releases, assisting with media databases, updating and developing press materials; coordinating with contractors and vendors; developing outreach materials, such as invitation letters; tracking project progress, tasks, and timelines; and providing on site logistical support for society events and meetings.

### **Essential Functions:**

- Communicates with various stakeholders (e.g. members, media, public officials, board members) for the purpose of informing and/or presenting information through various mediums such as press releases, social media, special events and website
- Support ITS America's Campaign for Intelligent Transportation Solutions through coordination of special events such as Congressional Roundtables, Hill Tech Fair and other governmental affairs activities
- Manages and implements ITS America's Awards Program—including the Best of ITS Awards and Smart Solution Spotlight awards
- Supports Meetings department with coordination of communications, marketing and governmental affairs activities for society meetings

### **Candidate Requirements:**

- Strong verbal and written communications skills
- Strong organization skills and detail oriented
- Knowledge of public relations principles, media protocol, communications and governmental relations
- Ability to handle multiple tasks and meet time-sensitive deadlines
- Able to work well in a team environment
- Basic knowledge of MS Word and Excel
- Solid comfort level with new media
- A Bachelor's degree with a focus on communications, journalism, public relations or related major

The Intelligent Transportation Society of America is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual

orientation, disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. All applications are treated confidentially.

The position is available immediately and will remain open until filled. Please submit your resume, cover letter, and two writing samples to [hr@itsa.org](mailto:hr@itsa.org). No phone calls please.

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