



PUBLIC NOTICE

Program – CDBG-DR

Title – Public Relations Manager

PRDOH – Gerente de Comunicaciones

Area – Operations Division

Required Skills and Qualifications:

- Bachelor Degree in communications.
- 5-year experience in communications professional field.
- Bilingual English/Spanish.
- Professional and Administrative Skills in communications.
- Planning, coordination, direction, supervision and evaluation of communication activities related to the advertisement and exposure to the CDBG-DR Program.
- Investigates, composes and edits press releases, articles, bulletin reports, brochures, speeches, books, publications, magazine articles and other educational information and advertisement for public distribution.
- Develops a detailed Communications Plan for the CDBG-DR Program.
- Organizes, coordinates and advertises trainings, lectures, press conferences, presentations and other activities related to the services that the CDBG-DR Program provides with the purpose of publishing objectives, news, achievements and policies.
- Monitors all CDBG-DR information diffused by the media and will refer it to the Secretary or direct Supervisor.

Reports to – Deputy Director of Operations

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.