



## PUBLIC NOTICE

**Program** – CDBG-DR

**Title** – Public Outreach Specialist

**PRDOH** – Oficial de Comunicaciones

**Area** – Operations Division

**Required Skills and Qualifications:**

- Bachelor Degree in Communications.
- 1-year experience in Communications Professional Field.
- Bilingual in Spanish and English.
- Professional skills in Communication that consists of investigating, redacting, editing press communications, articles, news bulletins, brochures, speeches, books, publications, magazines, and other educational information .
- Coordinate different activities related to CDBG-DR Program administrated by the Department of Housing of Puerto Rico.
- Investigates, redacts and edits press communications, information and advertisement for the CDBG-DR Program.
- Organizes, Coordinates and Advertises, seminars, workshops, press conferences, presentations and other activities related to the communication of objectives, news, goals and policies of the services provided by the CDBG-DR Program.
- Listens and reads daily electronic and written public communication, to identify programs, events, and news related to the CDBG-DR Program.

**Reports to** – Director of Operations.

Interested candidates please send the resume to the following email address: [infocdbg@vivienda.pr.gov](mailto: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.