

Communications Assistant

Come work for us! The Omaha Council Bluffs Metropolitan Area Planning Agency (MAPA) has an exciting opportunity for a Communications Assistant. MAPA is a regional Council of Governments serving Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa. MAPA provides transportation planning, community development and grant administration to the metro area to help the region connect, plan, and thrive. Be part of a workplace that helps local communities! This position will support MAPA's work to ensure the region continues to grow and prosper in the future.

Duties include the following:

- Assist in external communications including social media, MAPA and Heartland 2050 websites and weekly agency email blast
- Assist with gathering and compiling social media and website performance metrics
- Assist with public outreach for Little Steps Big Impact, a public education campaign to promote clean air and reduce ground-level ozone
- Assist with written communications for Little Steps Big Impact
- Assist with the Little Steps Big Impact school ozone monitoring program
- Assist with internal and external communications for Heartland 2050 regional visioning project
- Assist with event planning
- Assist with other projects/duties as assigned

This position requires a Bachelor's degree in one of the following concentrations: Journalism, Communications, Public Relations, Advertising or Marketing. The position is 20 hours per week and starting wage is \$21.32 per hour. Position will remain open until filled. MAPA reserves the right to hire at an appropriate level. MAPA is an Equal Opportunity Employer (EOE).

Apply online at <https://secure.careerlink.com/job/14252-19>