OFFICE OF COUNCIL SERVICES
County of Maui

CLOSING DATE: CONTINUOUS UNTIL NEEDS ARE MET

WE'RE HIRING: COMMUNICATIONS SPECIALIST

The Office of Council Services is recruiting for a full-time Communications Specialist.

Who We Are:

The Office of Council Services (OCS) provides administrative services to the Council Chair, the Councilmembers' individual offices, and the Council's residency area offices.

In the County's legislative process, the role of OCS is to staff the County Council's committees and provide objective assistance to individual Councilmembers.

Staff Appointments:

Communications Specialists are appointed by the Council for the 2027-2029 Council term by resolution and do not have permanent or civil service status. The term begins at noon on January 2, 2027, and expires at noon on January 2, 2029. Communications Specialists may be reappointed by future Councils to additional terms.

POSITION DESCRIPTION

Duties:

Work collectively with the Hawaiian Language Communications Specialist in managing internal and external communications. Duties listed below apply to English; Hawaiian language is preferred.

- Develop and implement communications strategies, including through the Council's Communications Plan, to provide accurate and timely information to the public.
- Draft and issue newspaper columns and press releases.
- Manage social media accounts.
- Serve as webmaster.
- Coordinate press conferences.
- Produce video, photo, and visual presentations and other digital-media content.

- Create and issue public-education materials and conduct presentations and outreach.
- Assist with special events.
- Serve as contact person for media inquiries, video production, broadcast, and distribution services (Akakū).
- Serve as contact person for open meeting software.
- Work in coordination with others to carry out the functions of the Office of Council Services, which include assisting the County Council committees and the Councilmembers, individually and collectively.
- Perform other related duties as assigned, including light lifting and use of electronic equipment.
- Ensure Councilmembers and staff are kept apprised of the latest local and national news and trends relevant to their legislative work.

Minimum Qualifications:

1. Education and Experience:
   a. Graduation from an accredited college or university with a bachelor's or graduate degree. Official transcripts may be requested.
   b. Proficient in all areas of the English language: reading, writing, and speaking.
   c. Communication skills, including writing and speaking on behalf of an organization.
   d. Proven social media and networking expertise.
   e. Knowledge of journalism and public relations.
2. License Requirement: Possession of a valid motor vehicle operator's license.

Preferred Qualifications:

1. Proficient in all areas of the Hawaiian language: reading, writing, and speaking.
2. Ability to accurately and efficiently translate between English and Hawaiian languages.
3. Professional Hawaiian language translation.
4. Proficiency in Hawaiian values-based literary and speaking preferences.
5. Computer software management, including Granicus.
6. Work for a legislative body.

How to Apply:

- Download the application form: http://www.mauicounty.gov/DocumentCenter/View/11679.
- Submit your completed application, résumé, and a brief writing sample **by email only** to recruitment@mauicounty.us.

- If you have any questions or need more information on this position, please contact the Office of Council Services at recruitment@mauicounty.us, or Keoni Shirota, Personnel Specialist, at (808) 270-7838.

Salary range:

$66,953 to $126,250 annually, as established by Section 2.08.060, Maui County Code, depending on education and experience. Staff may be assigned to any step in the appropriate pay range.

Work Eligibility:

All persons seeking employment with the Office of Council Services shall be citizens, nationals, or permanent resident aliens of the United States or eligible under Federal law for unrestricted employment in the United States at the time of their application for employment and shall become residents of the State within 30 days after beginning their employment and as a condition of eligibility for continued employment. Applicants must provide evidence verifying citizenship or alien registration status and employment authorization in the United States at the time of application.

Nondiscrimination policy: The Office of Council Services and the Maui County Council do not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, National Guard participation, or any other basis covered by State or Federal laws governing nondiscrimination.

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