



Quest Corporation of America, Inc. (Quest) is seeking a Public Information Specialist to join our Central Florida team. The ideal candidate is an experienced marketing, public relations and/or communications professional who will thrive in a fast-paced and dynamic organization.

DESCRIPTION: The Public Information Specialist is responsible for responding to public questions and concerns including communicating with internal customers, community members, creating written materials to inform the public, and project stakeholders supporting project efforts with issue resolution. Building and maintaining relationships within the community and with stakeholders. Assisting with door-to-door dissemination of project information; supporting public meetings and special events; preparing materials and supporting the activities of senior staff as needed; and other relevant duties. Customer-service focus required. The position also includes business development activities, including marketing, proposal preparation and presentations.

Responsibilities include but are not limited to:

- Write content to inform the public about project benefits, activities and impacts.
- Support coordination of all public relations activities and events.
- Help to develop strategic alliances and partnerships.
- Adhere to government communications protocols and other requirements.
- Create content and collaborate with creative graphics and/or video team.
- Leverage existing relationships and cultivate new business contacts.
- Able to work in a constantly evolving, confidential environment, and to travel by use of a vehicle to multiple locations.

The candidate must have a bachelor's degree in a relevant discipline, preferably in public relations, communications or marketing. A minimum of two years (2) of public outreach or media experience. Understanding of transportation and construction industry related projects. Experience as a journalist or editor preferred.

Quest is a seller-doer organization requiring all associates participate from strategic planning phase, selling phase through delivery of quality products and services.

PROFESSIONAL REQUIREMENTS:

- Excellent written communications (AP Style preferred).
- Strong interpersonal skills for public interactions.
- Superior organizational skills.
- Resourceful and pro-active problem-solving skills.
- Understanding of social media outreach.
- Ability to work collaboratively with all project team members and clients.
- Deadline, detail-oriented and multi-tasking a must.
- Ability to work independently and prioritize with limited supervision.
- Quick to learn new technologies.
- Proficient in MS Office Suite.
- Bilingual in English and Spanish a plus.
- Must have own reliable transportation.

Quest Corporation of America, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, sex, national origin, age, disability, pregnancy status, sexual orientation, gender identity, veteran status, marital status, or other status protected by law.