

Position Title: Public Information Specialist

Position Summary: The Lake Michigan Air Directors Consortium (LADCO) is accepting applications for a Public Information Specialist to assist the Wisconsin Department of Natural Resources (WDNR) with providing information and stakeholder services to WDNR Air Management Program. The position will be located at the WDNR headquarters in Madison, Wisconsin. Starting pay will range from \$24.50/hr to \$36.50/hr and is based on the candidate's qualifications and experience. Job duties include:

1. Coordinate the development and implementation of public involvement and communications plans for addressing emerging Air Program issues including new and revised federal standards for criteria pollutants, potential nonattainment areas, permit streamlining, major rules and regulations and new initiatives. Duties may include developing and editing public reports with technical content; preparing news releases, talking points, and other materials for an external audience; assisting with media inquiries; responding to public inquiries and stakeholder requests; organizing public meetings and teleconferences; and using other tools to effectively convey information and involve affected stakeholders and the public in air management activities.
2. Organize and facilitate program meetings with external stakeholders in consultation with program management and staff, including developing agendas, arranging meeting logistics, developing meeting materials, and assisting with the development of public presentations.
3. Manage the content of the Air Program external web pages and intranet by writing and editing new content and coordinating updates to existing web pages. Represent the program on the Environmental Management Division Communication Team and other appropriate teams and committees.

Candidates should possess a Bachelor's degree and 2 years of relevant experience. Excellent communication skills in all media, including strong technical writing and editing skills are a must. Additionally, candidates should have the ability to establish and maintain positive and effective interpersonal relationships with the public, external stakeholders, and interest groups. An ideal candidate will have knowledge of basic air pollution control techniques and terminology, as well as a working knowledge of federal and Wisconsin air regulations and policies. Candidates should have the ability to plan, organize and coordinate assignments independently, as well as knowledge of common computer software applications (including MS Word, MS OneNote, and MS SharePoint).

To apply, please send a single PDF with one-page cover letter, resume, and writing sample by March 24, 2017 to Ms. Liesl Stewart, at Liesl.Stewart@Wisconsin.gov. Please reference "Public Information Specialist Applicant" in the email subject line.