The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position on the island of St. Thomas:

**PUBLIC INFORMATION OFFICER**

The Public Information Officer (PIO) serves as the communications coordinator/spokesperson for the Virgin Islands Housing Finance Authority (VIHFA) and is responsible for creating and enabling communication between the Authority and both the news media and general public. This is a Territorial position.

**ESSENTIAL FUNCTIONS:**
- Serves as the public face of the Authority in the absence of the Executive Director. Represents VIHFA on the radio, at TV appearances, at meetings and outreach activities.
- Responsible for the development, maintenance and enhancement of a comprehensive informational program for the Authority. Creates oral, printed and video materials about VIHFA's programs for dissemination to the public.
- Accepts comments and complaints from the general public. Research data, gather facts and work with staff to develop the Authority's response.
- Organizes special events such as press conferences, public hearings and meetings to announce major news and/or provide essential information. Answers on-the-spot questions when possible and provides updates as developments changes.
- Travels to the Authority's sites and developments to alleviate crisis or address complaints, sometimes on short notice.
- Prepares press releases and distributes to the media and general public. Shares information clearly, calmly, and accurately.
- Maintains good working relationships with elected officials, media and other public information officers.
- Assists with writing speeches, preparing correspondences and reports.
- Accepts phone calls and emails from reporters regarding the Authority and provides clarity or additional information on the contents of press releases.

**QUALIFICATIONS:**
- **Education:** Bachelor's Degree in Communication, Journalism, Business Administration, Marketing, or related field required.
- **Experience:** A minimum of 5 years relevant experience. Working knowledge of the Authority's programs and developments desirable. An equivalent combination of education and experience may be substituted.
- **Knowledge, Skills and Abilities:** Computer literate to include Microsoft Word, Excel, Power Point, Outlook and desktop publishing; Excellent secretarial skills and knowledge of current standard office procedures; Working knowledge of public agency organizations and functions; Ability to exercise considerable initiative, independent judgment and discretion in performing duties, including confidential matters; Strong public relations skills; Excellent oral and written communications skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; Excellent phone etiquette and customer service skills; Ability to use diplomacy and discretion in giving out information; Ability to provide exceptional customer service; Ability to remain calm and professional at all times, particularly in stressful situations; Excellent team player who can adapt to new situations quickly and mobilize others to do the same; Ability to work with and through people at all levels; Valid Driver's License.

**SALARY:** $54,080 - $68,640 per annum depending upon qualifications. CDBG-DR grant funded position.

**APPLICATION INSTRUCTIONS AND PROCEDURES:**
Interested applicants must submit an application, cover letter, and resume/vitae. During the Safer at Home period, application packages will only be accepted electronically at hr@vihfa.gov. Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov. This position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer