



Executive Assistant /Public Information Officer

The Executive Assistant/Public Information Officer performs informational and communications work for the Workforce Solutions South Plains (WSSP) system. Work involves collecting information to develop, create, and produce content and materials for release to various communications media (news, print, digital, and or social) and for use by the programs and services of WSSP. The position also reports to the CEO of Workforce Solutions and serves as the liaison to the Board of Directors and County Judges and the Texas Workforce Commission. Please see the full job description at www.workforcesouthplains.org and www.WorkInTexas.com Public Information Officer Job Order #16176732 position closes on 09/30/2023. Email resume and cover letter to: rocky.brown@spworkforce.org

Workforce Solutions South Plains is an equal opp. emp, aux aides and services available to individuals with disabilities Texas Relay TTD/TTY 1-800-735-2989.

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