



# RECRUITMENT ANNOUNCEMENT SENIOR INFORMATION OFFICER LISTOS CALIFORNIA

## Job Description and Duties

The Governor's Office of Emergency Services (Cal OES) is recruiting for a Senior Public Information Officer to lead the state's communications and outreach efforts to diverse and vulnerable communities around emergency preparedness through the Listos California Program. This position will be responsible for day-to-day oversight and implementation of Listos California's public communications efforts around disaster preparedness.

Anchored at Cal OES, the aim of the Listos California Program is to help California's most diverse and vulnerable populations prepare for disasters like wildfires, earthquakes, and floods and for public health emergencies like the COVID-19 pandemic. Listos California has reached millions of highly vulnerable Californians in the last two years.

The ideal candidate will provide expertise and guidance to develop culturally appropriate, data-driven communications with an eye towards leveraging participation from diverse partners and trusted messengers to ensure that every Californian, regardless of age, ability, income or language, has the information they need to be prepared for the next disaster. The candidate will serve as a liaison between government and community, building ties to strengthen partnerships to ensure fruitful collaboration. Finally, the ideal candidate will work closely with community-based organizations to develop materials, trainings and media outreach strategies to be implemented by local partners.

This candidate will be a key member of Cal OES's Office of Crisis Communication and Public Affairs which is a dynamic and fast-paced organization with a problem-solving mentality. The department takes pride in being innovative, agile and taking bold action to advance our mission of protecting all Californians.

[Click here](#) to access the CalCareers job posting.

## Key Responsibilities

- Serves as lead communications staffer on issues of equity, diversity and inclusion.
- Oversees a comprehensive, statewide education campaign on disaster preparedness and safety focusing on community outreach and engagement amongst California's vulnerable populations.
- Builds and fosters relationships with local, state and national media, including TV, radio, and print, with particular emphasis on Latino, Asian American Pacific Islander and African American serving outlets.
- Develops disaster preparedness and readiness materials that can be used by partners to promote disaster preparedness in their homes and communities, including: printed collateral, online posts, text messages, social media, streaming audio and video resources.
- Develops metrics to ensure communications and outreach strategies are meeting defined objectives.
- Acts as a Cal OES spokesperson and represents the organization at a wide variety of local, state, and national events, presentations, briefings, conferences, and engagements.

## Mission, Vision, Values

All Crisis Communication & Public Affairs employees are expected to model and publicly represent the office's core tenets which include:

### MISSION

We alert, inform and empower all Californians to prepare for, respond to, and recover from threats and emergencies.

### VISION

*As we help Californians navigate emergencies:*

- We provide clear, consistent and accurate information.
- We bring stability and reassurance with a compassionate and human-centered approach.
- We are an inclusive partner who champions diversity and accessibility.
- We foster a united, transparent and collaborative environment.
- We support and uplift each other, encourage growth and celebrate successes.

### VALUES

- Dedication
- Compassion
- Innovation
- Integrity

## Compensation

**SALARY: \$6,695.00 - \$8,319.00 Monthly**

Cal OES offers a comprehensive benefit package including, but not limited to the following:

### Health Care Benefits

- Health, dental, and vision insurance
- Flex Elect reimbursement account
- Life and disability insurance

### Retirement and Savings

- CalPERS retirement plan
- Savings Plus Program (401k and 457)

### Work Life Services

- Employee Assistance Program (EAP)
- Employee wellness program
- Career development program
- Free covered parking

## How to Apply

Applicants are encouraged to apply online at [Calcareers.ca.gov](http://Calcareers.ca.gov).

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