



West Virginia Public Information Specialist 2

SALARY	\$48,000 - \$55,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600009
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	12/19/2025
LOCATION OF VACANCY			KANAWHA

Nature of Work

This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system.

Under general supervision, researches, develops and implements educational and public warning messages for traditional and social media. Ensures accessibility and clarity using plain language principles and multi-format content (written, visual and digital). Maintains 24/7 communication and operational awareness with the WV EMD Watch Center, liaison officers and field staff, local emergency managers, first responders, state executive leadership, and federal partners. Maintains relationships with media and PIOs from other agencies. Serves as Lead Public Information Officer for the State Emergency Operations Center. Arranges press conferences and media availability with agency officials. Designs, develops, and delivers formal training to local and state agencies on emergency public information, the Joint Information System (JIS), and JIC operations. Serves as a subject matter expert on PIO roles in ICS/NIMS-based environments. Manages all WV EMD public communication platforms, including social media and the division website. Oversees real-time updates, crisis messaging and public engagement.

Position 0606PE0735
 Posting EMD2600009
 1 Vacancy
 Kanawha County

Minimum Qualifications

Training: Bachelors degree from a regionally accredited four year college or university with a major in communications, fine arts, journalism, graphic design, marketing, public relations, English or related field.

Substitution: Full-time or equivalent part-time paid experience in a field of public information dissemination may substitute for above training on a year-for-year basis.

Experience: One year of full-time or equivalent part-time paid experience in a public information dissemination field.

AREAS OF ASSIGNMENT

Advertising
Graphics
Media Design Technology
Print Media
Multi Media
Public Relations
Marketing
Radio and/or Television

Other Information

PG: 12 \$48,000 - \$55,000

PSC salary exemption per West Virginia Code §24-1-1

Applications MUST be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to:

Melanie Thomas
1700 MacCorkle Ave. SE, 6th Floor
Charleston, WV 25314

Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2600009** on application.

Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.

Employer

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://personnel.wv.gov>