



## ASSISTANT COMMUNITY OUTREACH SPECIALIST

**EXP US Services** is seeking an **Assistant Community Outreach Specialist (ACOS)** to join our team in the Florida Keys. The ideal candidate is outgoing, local to the Marathon, Tavernier, Islamorada, or Key Largo area, and has experience in communications and/or marketing with a strong focus on customer service. This position is ideal for someone who thrives in a fast-paced and dynamic environment.

### DESCRIPTION:

The **ACOS** plays a key role in supporting project communications and public engagement. This individual will:

- Perform website updates, audits, and maintenance to ensure accuracy and accessibility of project information.
- Develop social media content to enhance public awareness and engagement across digital platforms.
- Assist with the dissemination of project-specific materials and updates to the public and stakeholders.
- Support the planning, coordination, and execution of public meetings, community events, and outreach activities.
- Help prepare outreach materials, presentations, and meeting summaries, and staff the sign-in table to facilitate smooth event operations.
- Conduct customer satisfaction surveys and assist in compiling results for reporting and improvement purposes.
- Track, organize, and maintain an electronic file containing all project communications upon project completion.
- Ensure compliance with government communication protocols and related requirements.
- Collaborate closely with internal teams and manage responsibilities across multiple concurrent projects.
- Support the activities of the Community Outreach Specialist as needed

### QUALIFICATIONS:

- Experience in communications, marketing, public relations, or a related field.
- Strong interpersonal and organizational skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office and social media platforms.
- Ability to work flexible hours, including evenings or weekends, as needed for events.
- Willingness to travel to project locations.

Please visit our website to learn about our company and the excellent benefits we offer.

[www.exp.com](http://www.exp.com)