



Attorney General Josh Shapiro Job Posting – Director of the Office of Public Engagement

SECTION:	Office of Public Engagement/Executive Office
CLASS:	Director of the Office of Public Engagement
LOCATION:	Harrisburg/Philadelphia
POSITION TYPE:	Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Minimum starting salary \$95,000, commensurate with experience

BASIC FUNCTION:

The OAG's Office of Public Engagement (OPE) is the primary prevention arm of the Office of Attorney General, tasked with educating the public about consumer and public safety issues, including opioid addiction, school safety, cyberbullying, student debt, and senior scams. The Director will lead a team of specialists and staff who present to the public, engage with constituency groups, and plan and execute outreach events across the Commonwealth. The position requires strong interpersonal skills to deal with diverse stakeholders, as well as strong management skills to effectively lead a geographically dispersed team. The Director of the Office of Public Engagement will report to the Chief of Staff.

EXAMPLES OF DUTIES:

- Provides leadership, guidance, accountability, and support to the Education and Outreach Specialists responsible for developing and presenting educational materials
- Sets priorities for strategic focus, topic areas, locations, and partners for outreach events across the Commonwealth
- Works closely with colleagues in the Executive Office to ensure alignment of OPE operations with communications, policy, and government affairs priorities
- Ensures consistency of messaging and content across OPE presentations and materials in close cooperation with the Communications Office
- Oversees all of OPE's initiatives, provides status updates to key stakeholders, manages project resources and assignments, ensures milestones are met, and troubleshoots issues as they develop along the way
- Meets with members of communities across the Commonwealth to assess needs and develop and implement new initiatives

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor's degree and at least six years of education, training, or outreach-related experience
- Must have a minimum of five years of relevant management experience
- Demonstrated ability to take initiative, solve problems, determine appropriate actions, and complete tasks independently to advance projects, meet goals, and execute strategies
- Must meet tight deadlines and thrive in a fast-paced environment, while focusing on management responsibilities and the performance of staff
- Available for travel to regional offices across the Commonwealth