



**JOB OPENING
RELAY NEW MEXICO
OUTREACH COORDINATOR**

Hamilton Relay, Inc. currently has a full time position open for a **“Relay New Mexico Outreach Coordinator”**.

Location: Albuquerque, NM

Position summary: This full-time position is responsible for coordinating and implementing outreach activities designed to promote Telecommunications Relay Services (TRS) and Captioned Telephone Relay Service (CapTel®) for Relay New Mexico.

Preferred education, experience and skills:

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Effective communication and public outreach techniques.
- Knowledge of and ability to understand various communication modes used by current and potential relay users.

Skill in:

- Organizing outreach and educational campaigns.
- Developing clear written content for technical and non-technical audiences for use on Relay New Mexico’s Facebook and Twitter sites.
- Public speaking and confidently communicating verbally to a wide variety of audiences.

Ability to:

- Maintain effective working relationships with Relay Administrator and NMCDHH employees, non-profit and for profit partners, the public and other agencies.
- Communicate effectively both orally and in writing.
- Plan, schedule and organize multiple priorities and a high volume of work.

EDUCATION AND EXPERIENCE:

- Completion of an undergraduate degree and two or more years of experience in the design and implementation of public outreach program or related marketing experience are required. Experience in the telecommunications field, Traditional Relay Service or Captioned Telephone Service is a strong plus. Excellent presentation skills
- Experience in public relations activities.

- Hold a valid driver's license.
- Fluency in English and American Sign Language **OR** English and Spanish preferred.
- Individuals who are Deaf or Hard of Hearing are encouraged to apply.

Interested individuals may apply online at: www.workforhamilton.com or contact **Cindy Blase in Corporate Human Resource Department by July 21, 2011 at 800.821.1831.**

Hamilton Relay is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Hamilton Relay, Inc. is a division of Hamilton Telecommunications based in Aurora, NE. Hamilton offers a competitive wage and full time benefits.