

Packet Digital designs, develops, and markets advanced electronic solutions for portable electronic devices, embedded systems, agricultural products, and unmanned aircraft.

## Communications Specialist

### Job Description

We are looking for an enthusiastic Communications Specialist to manage our external and internal communications.

### Description of Duties & Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

- Draft emails
- Create presentation materials
- Create press releases for product announcements
- Post social media updates
- Assist with report and proposal writing
- Produce website content
- Assist with content for brochures and other print media
- Write scripts for product videos and demonstrations
- Manage internal communications

### Knowledge & Skills

*Must possess required knowledge and skill set to be able to explain and demonstrate with or without reasonable accommodations, that the essential functions of the job can be performed.*

- Experience in copywriting and editing
- Outstanding organizational and planning abilities
- Bachelor's degree in public relations, marketing communications or related field
- Excellent oral and written communication skills
- Exceptional team player

### Contact

Individuals interested in this position should send a Cover Letter and Resume to our Human Resources department directly via email at [opportunities@packetdigital.com](mailto:opportunities@packetdigital.com). Please provide two written samples of your work (attach documents or provide website links) when applying for this position.

*Packet Digital assures equal treatment in the administration of all personnel matters including recruitment, selection, hiring, advancement, training and transfers, without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender, sexual orientation, age, special disabled veterans, veterans of the Vietnam era, and other eligible veterans or any other protected class. Packet Digital also makes reasonable accommodations for disabled employees where appropriate and/or as required by law.*