

VACANCY ANNOUNCEMENT

VA#: 2026-010

Open: June 26, 2026

Close: Until Filled

Position: Public Relations Manager

Salary: PL-A/1 TO A/30 @ \$16,010 TO \$28,431 PER ANNUM (Depending on qualifications)

Location: Development Office

Description of Duties and Responsibilities:

1. Publish the PCC weekly newsletter-Mesekiu's News which features all activities of the school. Take pictures, conduct interviews, for Mesekiu articles; and from time to time work after hours and weekends to cover school-sponsored functions and programs.
2. Organize, plan, and control the public relations activity, including monthly reports, budget, etc.
3. Promote and advocate high profile image of the College, its programs, services, and activities. Ensure regular communication of College activities and marketing of its programs, including production of a high quality newsletter, promotional brochures, and other printed materials.
4. Work closely with other College departments to ensure that the quality of information disseminated provides a positive and accurate corporate image of the College. For example, assist offices in the production of recruitment videos, standard course brochures, posters, and other publications across different media platforms, including print, digital, and social media channels.
5. Establish an Alumni Association throughout Micronesia to be utilized as a public relations apparatus to promote PCC in the region.
6. Play key role in College fundraising activities that help with planning, organizing and implementing of annual fundraising campaigns such as the College's Annual Thanksgiving Fundraising.
7. Prepare scripts for and Emcee College hosted events and functions such as graduations, fundraising galas, award ceremonies, luncheons, dinners, banquets, etc.
8. Perform other tasks and duties as may be required by the Director of Development.

Minimum Position Requirement:

A Bachelor Degree in Marketing or related field. Experience preferable. Must be skilled in effective writing, exhibit sound cultural and social knowledge, be outgoing and possess excellent interpersonal communication skills. Fluency in English and Palauan required.

General Information:

Application forms can be obtained from Human Resources Division at the above address or at our website: www.palau.edu. Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above, come in and see or email us at hr@palau.edu.

PCC IS AN EQUEAL OPPORTUNITY EMPLOYER