



# PREFERRED PERSONNEL INC.

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*"From Front Desk to Boardroom"*

**Position Title:** Pipeline Safety Awareness Project/Community Outreach

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**Description:**

Preferred Personnel's client is seeking a Pipeline Safety Awareness/Community Outreach Coordinator! Qualified candidates will perform outreach, education and awareness activities, regarding pipeline safety practices, to general population and community leadership of the region. Work involves coordination and planning of outreach activities for each area of the region and participating in regional activities of the Damage Prevention Council of the Permian Basin.

**Responsibilities and Duties:**

- Will receive training to review and comprehend project plan and the basic elements of the pipeline industry and public safety awareness.
- Attend monthly meetings of the Damage Prevention Council of the Permian Basin. Participate in regional public awareness campaigns to distribute public awareness and education materials.
- Coordinate renewal of contracts for public outreach campaigns, such as purchasing radio advertisements and other advertisement opportunities.
- Coordinate distribution and outreach strategies for rural areas, non-profit organizations, schools, businesses, agriculture community and local officials.
- Develop project schedule, project planning.
- Research and order education and outreach materials, following purchasing procedures for the agency.
- Identify outreach opportunities and target new populations when possible.
- Maintain project records; complete performance reporting to funding agency.
- Perform all clerical functions pertaining to the position.
- Perform other duties related to outreach and public awareness of the project, as new opportunities are identified as program progresses

**Qualifications:**

- Must have high school diploma; some college preferred.
- Ability to communicate with the public and private industry to meet program

goals; and good verbal and written communication skills.

- Willing to travel throughout the region, as needed.
- Responsible adult, willing to work independently, as needed.
- Computer applications ability

**APPLY TODAY!**

**Send resumes to [ppi@preferred-personnel.com](mailto:ppi@preferred-personnel.com)**