



Position Title: Communications Coordinator

Status: Full Time

Position Reports to: City Administrative Officer

Summary

Under the general administrative direction from the Chief Administrative Officer (CAO), this full-time position requires a dynamic person willing to remain creative and flexible to meet the demands confronting the city. It will predominantly be responsible for event planning and city communication functions; however, this position will also assist the CAO in special projects and perform general administrative work as the need arises.

Duties and Responsibilities

- Coordinate the City's communications function which include correspondences of the city to the public, media, and other municipal organizations.
- Manage updates and messaging to the city website through Word Press.
- Manage updates, messaging, growth, engagement, and reporting for the City of Union social media accounts including Facebook, Twitter, Instagram, and YouTube.
- Create graphics as needed for city events and communications – digital and print.
- Record, edit, and post video content as requested.
- Create and submit monthly content to Best Version Media publications.
- Coordinate, execute, and oversee management of city sponsored events.
- Assist the CAO upon request and will take on projects as assigned with minimal project supervision.
- Work to support and implement the actions of the different city committees.
- Attend Commission meetings and work with staff to help create the agenda and final packet for said meetings.

Other Job Duties: Communicate accurately and professionally with other city employees, government agencies and the public. Will be required to occasionally greet visitors to the building and answer inquiries when available. May perform general office tasks such as data entry, filing, copying, drafting letters, proofread documents, and receiving of tax payments on occasion.

Training and Experience: It is recommended that the candidate have a post-secondary education in Communications, Public Relations and/or a related field and is supplemented with experience.

Knowledge, Skills, and Abilities:

- General knowledge of federal, state, and local laws and ordinances.
- Ability to maintain records efficiently and accurately.

- Ability to establish and maintain effective working relationships with other city employees and officers, government agencies and the public.
- Familiar with aspects of social media (Facebook, Twitter, Instagram, and email blast systems).
- Familiarity or willingness to learn software such as Photoshop and/or Adobe Illustrator.
- Ability to analyze situations and act quickly and efficiently.
- Ability to perform general office tasks such as typing, filing and computer-entry.
- Familiar with common office equipment and basic tools.
- Must possess a valid driver's license or can obtain one, prior to employment.

Working Conditions: Must be bondable. Must be able to obtain the designation of Notary Public from the State of Kentucky. Usage of personal vehicle will be required upon occasion and mileage will be reimbursable. Open meetings will often require attendance during the evening hours.

This position is scheduled for a minimum of 35 hours per week. While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to attend community events, and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: The duties listed hereinabove are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City and employee. The position is subject to change based upon the talents of the employee over time or by the City as it sees fit.

How to Apply:

Please submit a cover letter, resume and three professional references to amys@cityofunionky.org.

The City of Union reserves the right to move forward with any application received and the position will remain open until filled.