



CITY of BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

JOB OPPORTUNITY

COMMUNICATION COORDINATOR

	Hiring Rate	Grade Minimum	Grade Maximum
Annual	\$48,762	\$51,200	\$73,143

POSITION IS OPEN UNTIL FILLED

For more information and to Apply, visit the City's website:

<https://www.cityofbrevard.com/Jobs.aspx>

The City of Brevard, NC seeks a dynamic communications professional to manage the city's push towards accessibility and transparency. The Communications Coordinator will be tasked with ensuring that:

- The city's communications foster understanding of city goals, programs, and services.
- All the city's written publications be substantive, accurate, and easy to understand.
- All public engagement be well publicized and conducted in a way that's productive, so that public contributions are an integral part of all city projects.
- All appropriate technology platforms are used to their fullest potential to extend the reach of the city's public communications.
- All information continues to be disseminated effectively on traditional platforms.
- The city organization maintains strong relationships with other local groups that promote Brevard, and that through collective efforts the Brevard brand is kept strong.
- Position will also be responsible for the following duties:
 - Maintaining effective media relations; responding to media inquiries and scheduling and coordinating press conferences and/or interviews for elected officials and staff.
 - Drafting, editing, designing, publishing, and distributing informational, educational, marketing and outreach materials targeted to a wide variety of target audiences.
 - Attending a wide variety of City functions and community events to support strategic communications efforts and promote the city.
 - Serving as a resource for staff on the use of communication and engagement tools.

SKILLS AND ABILITIES:

- Strong written communications skills, as demonstrated by authorship of works published in newspapers, magazines, blogs, industry newsletters, outreach campaigns, or other comparable publications. Candidates may be asked to submit a portfolio during the selection process.
- Experience with technology tools -websites, social media, engagement apps, hardware, etc.- both using them and maintaining them Brevard seeks to be, if not on the cutting edge, at least in the same decade as current technology trends.
- Familiarity with trends and best practices in the communication industry.

QUALIFICATIONS:

- Bachelor's degree in public administration, marketing, communications, public relations, computer science, or related field, and at least one year of related experience; or an equivalent combination of education and experience.

SPECIAL REQUIREMENT: This position will require the ability to work evenings, weekends, and/or holidays on occasion to support efforts associated with meetings and special events.

The City of Brevard is an Equal Opportunity Employer.