



JOB ANNOUNCEMENT

PUBLIC COMMUNICATIONS/SPECIAL PROJECTS MANAGER

Salary: \$60,000. plus benefits, DOE

First review of applications: August 12, 2020

Please contact Cindy Appleton, HR at humanresources@cityofcordova.net for information

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

City of Cordova, Alaska seeks a PUBLIC COMMUNICATIONS/SPECIAL PROJECTS professional to develop and implement a comprehensive communications strategy to promote awareness of City of Cordova services, policies, programs, and initiatives; and to manage special projects as directed by the City Manager.

Responsibilities include:

- Develop, manage, and implement communications strategy for City public outreach, community education and engagement, and internal and external communications.
- Communicate clear and accurate information about the City identifying appropriate avenues to directly target businesses, community organizations, local officials, and the public.
- Provide communications support and guidance to City departments, the City Manager and City Council.
- Manage digital content on the City of Cordova's website, and coordinate department web pages and content.
- Implement and manage strong social media messaging on various platforms.
- Initiate and coordinate responses to media.
- Receive and respond to public inquiries, information requests, concerns, and complaints. Refer individuals to the appropriate department, as necessary.
- Research, write and edit a variety of materials including, but not limited to reports, press releases, promotional materials, newsletters, informational brochures, flyers, social media, and web pages for internal and external use.
- Disseminate information in English and other languages representative of Cordova's population.
- Create and edit still and digital visual presentations and coordinate production activities with photographers, graphic artists, video producers and other production personnel.
- Attend Council meetings and facilitate public participation in meetings.
- Oversee and maintain records management program for the City of Cordova and its' departments.
- Manage the planning, organizing and logistics for City meetings and events.
- Manage special projects of City importance as requested by City Manager.
- Perform other duties as assigned in support of other city personnel and the City Manager.

Skills Required

- Excellent verbal and written communication skills.
- Ability to communicate effectively with all levels of management, other City of Cordova personnel, the media and community members.
- Ability to manage multiple responsibilities and large-scale projects efficiently, effectively, and independently.
- Ability to establish and maintain productive working relationships with others.
- Knowledge of the public relations/journalism field.
- Word processing and desktop publishing experience.
- All individuals chosen to be interviewed will be required to submit samples of scripts, articles or other materials related to their past professional work experience.

Bachelor's degree with focus in communications, journalism, public relations, or marketing desired. Equivalent education, experience and training may be considered in lieu of a degree.

Minimum 3-5 years of experience in similar role is strongly recommended.

Salary \$60K DOE. City of Cordova offers a competitive benefits package that includes Health, Vision, Dental, Retirement, paid vacation, sick and holidays. This is a full-time, exempt, salaried position who reports directly to the City Manager.

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all job duties.