



COMMUNICATIONS COORDINATOR

Reports to: Office of the Mayor

Salary: \$16.83 to \$28.28 per hour, commensurate with experience

POSITION SUMMARY

The City of Maple Heights seeks a Communications Coordinator who is a dynamic, detail-oriented self-starter to assist with the City's marketing and communications. Managing a wide range of projects, the Communications Coordinator will provide content and delivery for many aspects of City communications, including social media, website messaging, event marketing, press releases, newsletters, and other internal and external communication. The Coordinator will also work with the Mayor, department heads, staff and community members, gaining a good understanding of local government operations. Specific skillsets such as writing, editing, photography, videography and video editing allow the Communications Coordinator the opportunity to uniquely contribute to the City's success.

RESPONSIBILITIES:

- Manage planning, writing and distributing communications, including e-blasts, e-newsletters, and press releases
- Maintain and update the City's social media, including Facebook, Twitter, Instagram, LinkedIn, YouTube, and website, including daily monitoring, responding to questions, posting, scheduling updates with current events, relevant news, etc.
- Summarizing and preparing responses for community stakeholder input for the Mayor and Department heads
- Design event/program fliers, graphics and other marketing material
- Provide input for creative marketing strategies and social media campaigns
- Attend community and City events, provide photography and videography, promote events
- Manage editorial and event calendars
- Collaborate with Mayor and Exec team to manage emergency communications
- Create advertisements, communications, and notices in various media as needed
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Other duties as assigned

Applications are available on the City of Maple Heights website: www.citymapleheights.com and also at the City Hall located at 5353 Lee Road, Maple Heights, Ohio 44137. Please return applications, resume and cover letter to the City of Maple Heights, Department of Human Resources, at address above; or send to hr@mapleheightsohio.com.

All new employees must complete background check and drug screen prior to hire.

The City of Maple Heights is an Equal Opportunity Employer. The City of Maple Heights will not discriminate against any individual or group because of race, gender, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs, or disability. Applicants with a disability who may need accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of Maple Heights Human Resources Department. The City of Maple Heights is a drug-free and smoke-free workplace.