

Scope of services

The following are the primary responsibilities for the contracted services for the City of Colusa.

- Create all communications to be used in mailings, email blasts, and The City social media accounts.
- Develop static messaging on City services, projects, and civics.
- Create the process of messaging approval up to 2 weeks ahead of publication, via monthly/quarterly calendar.
- Provide communication support for City offices and Departments.
- Help maintain the City's website and proper messaging
- Help to create and manage the recreation activities for 2022
- Help with the recruitment of a recreation coordinator position and bring them up to speed on the progress of the recreation activities.