

Job Title: Communications Specialist

Location: City of Stone Mountain, Georgia

Salary Range: \$45,000 - \$55,000 per year

Job Type: Full-Time

Position Overview:

The City of Stone Mountain is seeking a skilled and motivated Communications Specialist to join our team. This position will play a key role in managing the city's internal and external communications, enhancing the community's understanding of the city's programs, services, and initiatives. The ideal candidate will have a strong background in public relations, writing, social media, marketing, and media relations, with experience in local government communication preferred.

Key Responsibilities:

- Develop and implement effective communication strategies to inform the public about city programs, policies, and initiatives.
- Draft press releases, newsletters, and social media posts to maintain consistent messaging.
- Serve as the primary point of contact for media inquiries and coordinate media events.
- Manage the city's social media platforms, including creating content, monitoring engagement, and ensuring responsiveness.
- Collaborate with department heads and other city staff to ensure effective internal communication.
- Assist with public outreach programs and events to increase community engagement and promote city initiatives.
- Monitor media coverage related to the city and track public sentiment to assist in decision-making.
- Create and maintain a media contact list and build relationships with local media representatives.
- Provide communication support during emergencies or significant events.
- Assist with the production of the city's website content and ensure its accuracy.
- Maintain consistent communication with stakeholders to foster positive relationships with residents, businesses, and community organizations.

Qualifications:

- Associate's degree in communications, Public Relations, Journalism, or a related field preferred.
- Preferred: Minimum of 3 years of experience in communications, public relations, or a similar role, preferably in local government.
- Strong writing and editing skills with the ability to convey complex information in a clear and concise manner.
- Familiarity with social media platforms, digital marketing tools, and content management systems.
- Ability to work collaboratively with various city departments and external stakeholders.
- Strong interpersonal skills and the ability to build relationships with internal and external audiences.
- Knowledge of public relations practices and local government operations is a plus.
- Experience with crisis communication or public information management is desirable.
- Excellent organizational skills and the ability to manage multiple projects simultaneously.

Physical Requirements:

- Ability to work in a fast-paced environment and occasionally attend evening or weekend meetings or events REQUIRED.

Application Process:

Interested applicants should submit a cover letter, resume, and at least two writing samples (e.g., press release, social media post, or newsletter) to the City of Stone Mountain's Human Resources Department. This position is open until filled.

The City of Stone Mountain is an equal opportunity employer.