



CITY OF GRANTS PASS - JOB OPPORTUNITY INFORMATION COORDINATOR (SOCIAL MEDIA/COMMUNICATION)

ANNUAL SALARY RANGE: \$42,127 - \$53,304



WORKING FOR THE CITY | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

POSITION SUMMARY | The Information Coordinator is heavily involved in sharing information through social media, news stories, and public awareness outreach related to City activities. The Information Coordinator will improve public awareness of City activities and put their creativity to work. The duties include:

- Write and edit newsletters and articles
- Coordinate and prepare film, print and other media information
- Compile and summarize material and data to be used in presenting information to the news media and the public
- Develop and execute city-wide web and social media strategies, follow media trends and provide recommendations for program modifications to keep the City relevant to all citizens

We offer competitive wages, excellent benefits, generous paid vacation, sick and holidays, and a great work environment with wonderful people.

MINIMUM JOB REQUIREMENTS | An Associate's degree with major course work in public relations, journalism, communications, marketing or a related field and three years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

LICENSING REQUIREMENTS | Oregon Driver's License – Class C

ELIGIBLE INCENTIVES | \$75 for Bachelor's degree and a second language incentive of \$50 per month is available for passing a proficiency exam in Spanish

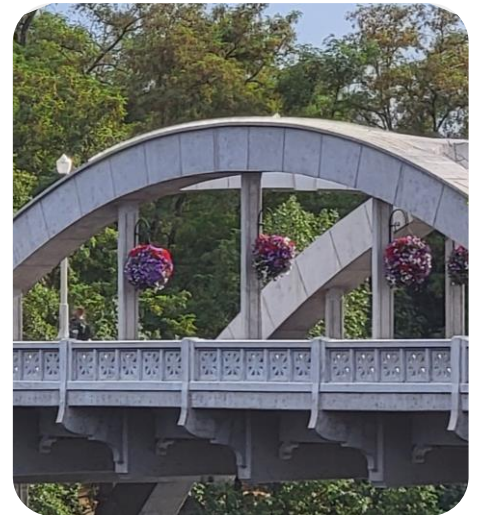
Questions regarding this role direct to: humanresources@grantspassoregon.gov or 541-450-6050.

Application deadline:

**January 28, 2022
At 5:00 p.m.**

APPLY ONLINE TODAY

www.grantspassoregon.gov



City of Grants Pass Human Resources
101 NW A Street
Grants Pass, Oregon 97526
541-450-6050

VISIT US AT WWW.GRANTSPASSOREGON.GOV