



JOB OPENING

JOB TITLE	PT Internal Communications Coordinator
POSTING DATE	8/1/2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Communications and Community Engagement
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Regular Part-Time
START DATE & WORK SCHEDULE	ASAP Part-time, up to 30 hours per week on a schedule agreed upon by applicant and department director.
PAY RATE	\$25/hr
PREVIOUS WORK EXPERIENCE	Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying.
EDUCATION:	Bachelor's degree in Communications, Public Relations, Journalism, Public Administration, or a related field. Minimum two years of experience in internal communications, public affairs, or a related role.
SPECIAL SKILLS & TRAINING	Must have excellent telephone and customer service skills, good computer skills and great organizational skills. Must be able to multi-task and attend to details.
BASIC RESPONSIBILITIES	Supports timely, effective internal communication and alignment across City departments. Fosters staff engagement and transparency through newsletters, executive messaging, and intranet content. Collaborates across teams to share updates, promote initiatives, and highlight achievements. Manages internal materials and supports events and recognition efforts. This in-person role strengthens organizational culture and contributes to the City's strategic communication goals. Performs other related functions as assigned.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit it online for consideration.

EQUAL OPPORTUNITY EMPLOYER