



JOB OPENING

JOB TITLE	PT Communications Coordinator
POSTING DATE	10/21/2026
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, English, Public Administration, or a related field. Minimum four years of experience in communications, journalism, marketing, or agency work.
SPECIAL SKILLS & TRAINING	Proficiency in word processing, spreadsheet, and presentation software required. Graphic design skills and related software knowledge preferred. Strong written and verbal communication skills with attention to tone, clarity, and audience. Must be able to multitask and maintain strong attention to detail.
BASIC RESPONSIBILITIES	Supports timely, consistent communication with City staff and contributes to internal and external communications initiatives for the Executive Team and elected officials. With a primary emphasis on internal communications, this in person role strengthens staff engagement, supports organizational alignment, and advances transparent communication across departments. Responsibilities include managing the employee newsletter (FH Insider) and other staff communications; writing and editing content, monitoring media coverage and media lists; tracking community feedback; supporting updates to social media, the City website, and the intranet; providing general office support and other duties as required.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit it online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.