



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 effective, timely, and consistent communication with City staff and contributes to strategic communication initiatives of the executive team and elected officials. This in-person role is key to fostering staff engagement, promoting organizational alignment, and advancing internal transparency and communication across departments. Answer office phone as needed.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit it online for consideration.

EQUAL OPPORTUNITY EMPLOYER