

SOCIAL-MEDIA & COMMUNICATIONS SPECIALIST (Part-Time)

The City of Sylvester is currently seeking applicants for Social -Media and Communication Specialist. Qualified applicants must have knowledge of grammar, composition, copywriting, proofreading, and editing. MS Office and in design, social media and web design, photography and video editing. Must be capable of prioritizing and scheduling assignments. Knowledge in computers and job-related software programs. Must have impeccable oral and written communication skills. Along with ability to get along with others and work effectively with the public, other city employees, contractors, and co-workers. Also, the ability to multi-task and work within deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the development and creation of social media content, including copy and graphic design
- Work with key internal role-players to brainstorm content ideas, in line with the company's strategy and in support of various brand initiatives
- Assist with researching and writing press releases, publication content, website content and other written materials for the city
- Proofreads and edits documents as needed
- Adhere to the City's style guide, ensuring that work produced is of the highest quality and error free
- Understands and abides by copyright laws to ensure the City is in compliance with published materials
- Support and evaluate results of communication campaigns with the team
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

EDUCATION:

High School Diploma or GED

Experience:

1 year of experience web design photography and video editing

Apply: Please send resume and application to TNorris@cityofsylvester.com or mail to 101 N. Main St. Sylvester Ga. 31791. Resume must be attached along with City of Sylvester's application. The City of Sylvester is an EOE/DRUG FREE WORK PLACE