

PUBLIC RELATIONS COORDINATOR



APPLY NOW

**City Benefit Package
Paid Vacation/Sick Time**

- Point of Contact for the dissemination of public info & communication across City departments
- Utilizes a variety of digital platforms including social media
- Maintains & updates City communication channels (website, public notices, calendars, etc)
- Ensures accuracy and consistency in City messaging, branding, formatting, and presentation across departments and public engagement initiatives
- Coordinates City advertising
- Responds to general public inquiries and requests, directing such to appropriate departments
- Attends City and City related events providing visual documentation through photography & videography for digital media use

Requirements:

- Bachelors degree in communications, public information, public relations, journalism or closely related field
- Strong written & verbal communication skills
- Ability to create clear, professional, public messaging
- Experience with digital communication tools, content management platforms, graphic design/software

For more information and to apply online:

Visit us at <https://cityofbayminetteal.gov/bay-minette/careers>

Visit us in person at 301 D'Olive Street in Bay Minette, or

Call Shemeika Brock, Human Resources Manager, at 251-580-1605.