



JOB OPENING

Communications and Community Affairs Specialist (PT)

Salary Range: \$15.00 - \$22.60 per hour

Part-Time, Non-Exempt position

Closing Date: Open Until Filled

Reports to: Director of Communications and Community Affairs

Summary:

The Communications & Community Affairs Specialist is responsible for performing duties in the coordination of communications, events, and outreach programs and serves as a liaison between the Town, media, private and public organizations, community groups and the business community.

Essential Duties

- Assists the Town's Communications & Community Affairs Director in the coordination of the Town's communications program consistent with goals and initiatives ensuring high-quality customer service, professional standards and quality controls.
- Assists the Town's Communications & Community Affairs Director in the administration of the Town's Committees and events
- Remains informed of cutting-edge technologies and advancements related to marketing, public relations, and media.
- Prepares information that will be placed on the Town's website, social media and other communication outlets
- Prepares press releases, flyers, announcements, etc.
- Writes, creates and develops both marketing and in-house publications and collateral materials, such as newsletters and brochures
- Serves as the liaison to the Elderly Affairs Committee to implement senior and adult programming and events or other Town committees as assigned
- Responsible for the planning, organizing, and supervision of programs initiated by the Elderly Affairs Committee or other Town committees as assigned
- When necessary, prepares and coordinates events, press conferences, speaking engagements
- Must be prepared and available to assist during emergencies at the Town's EOC.
- Performs any other duties as assigned.

Knowledge, Skills and Abilities:

- Must have intermediate knowledge of Microsoft Word, Excel, Power Point, Outlook.
- Must have the ability to think creatively and strategically and to present technical information clearly to lay and professional groups.
- Must have excellent communications skills, both written and verbal.
- Ability to write clearly and succinctly under time constraints.
- Must be fluent in the English language. Ability to communicate in Spanish is a plus.
- Ability to gather and compile information effectively for publications.
Ability to meet and deal with the public in an effective and courteous manner and respond effectively to sensitive inquiries or complaints.
- Ability to work evening and weekends as needed.



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- Ability to establish and maintain effective working relationships with coworkers, other Town departments, peers, vendors and the general public.
- Ability to communicate effectively, both orally and in writing.
- Broad knowledge of public relations, media relations, public affairs, journalism and marketing practices, social media; newspaper, radio, and television broadcasting policies and procedures, Sunshine and Public Records Laws.
- Ability to travel throughout Town/County on assignments, as needed.

Minimum Requirements:

A Bachelor's degree preferred or working towards a degree in Public Administration, Journalism, Marketing, Communications, or related field. The position requires the applicant to have the ability to rapidly acquire considerable knowledge of the local municipality and procedural regulations applicable to the Town. Applicant must possess excellent organizational skills.

A minimum of one year's work experience in marketing, public relations, or public affairs is preferred. Previous government experience, desirable, but not required. Position will be approximately 20 hours per week.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

Applicants must complete all requirements established by the Town of Miami Lakes for employment. This may include, but is not limited to, a written examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: jobs@miamilakes-fl.gov Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: May 2, 2024