

We are seeking a talented and professional Communications Coordinator to collaborate with our tourism partners and develop strategies for promoting the Friendly City. The Communications Coordinator will work across departments to develop information to promote programs, services, and events and respond to citizen requests and questions. This position will be responsible for increasing the city's visibility by managing the city's brand image and designing marketing strategies to promote the city's reputation as the Friendly City. The duties of this position will be diverse and multi-faceted, therefore excellent professional skills are vital in this role.

A career with the City of Athens offers the opportunity to be a part of a thriving community that is expanding in education, community development, and culture. We are committed to making our city the best place to live and raise our families.

The successful candidate must have:

- Impeccable verbal and writing skills
- High level of creativity
- Ability to think analytically
- Ability to manage stress and still keep a positive attitude
- Outstanding skills in customer service
- Conflict resolution experience
- Proven capacity to meet deadlines
- Enjoy fast paced work
- Experience working collaboratively and independently
- Public speaking proficiency
- Capacity to create visually compelling presentations

The education requirements of the position are a bachelor's degree in public relations, communication, journalism, tourism, hospitality, or related field. Moderate work experience in social media management, marketing, advertising, and/or public relations and customer service is highly preferred.

Please submit your resume and cover letter to nedmonds@athenstn.gov. For more information about the Friendly City, visit our website at www.athenstn.gov/jobs. Resumes will be accepted through August 15, 2024, at 5:00 p.m.

For more information, contact the Human Resource Department at the City of Athens, 815 N. Jackson Street, Monday through Friday 8:00AM-5:00PM at 423-744-2719.

An Equal Opportunity Employer