

The Town of Nolensville is seeking to hire a full-time Public Information Officer.

This key is responsible for managing communication between the Town and the public, ensuring accurate and timely dissemination of information. The Public Information Officer plays a critical role in shaping the public's perception of the Town and ensuring clear, consistent communication across various channels.

Ideal candidates will have a bachelor's degree in Marketing, Communications, or a related field; or any combination of education, training, and experience providing the knowledge, skills, and abilities necessary to perform essential job functions.

Candidates should be well spoken; they should be able to formally represent the Town of Nolensville both verbally and in writing with skills that express clear and concise communication without being overly simplistic. Experience editing videos is a plus. Website development/maintenance is also a plus.

**Compensation and Benefits include:**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Retirement
- Paid time off including vacation, sick and holiday
- Starting pay is \$64,178 depending on experience

A complete job description and employment application can be found on the Town's website at [www.nolensvilletn.gov](http://www.nolensvilletn.gov). Please submit resume, cover letter and completed employment application to the Town of Nolensville, Attn: Misti Dueñez, 7218 Nolensville Road, Nolensville, TN 37135 or email to [mduenez@nolensvilletn.gov](mailto:mduenez@nolensvilletn.gov).

The Town of Nolensville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.