**JOB TITLE:**  **Information Coordinator**

**NON-EXEMPT**

**FULL-TIME**

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**JOB SUMMARY:**

Under the direction of CIS Coordinator, serves as co-editor of the Employee Newsletter. Is contributing writer, photographer and layout artist for citywide newsletter and employee newsletter. Assists in coordinating and writing press releases. Serves as primary contact for citizen inquiries; and does related work as required.

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**ESSENTIAL JOB FUNCTIONS:**

Responsible for all publishing aspects of monthly citywide newsletter, employee newsletter and annual city telephone directory using Ventura desktop publishing software. Writes stories for the citywide newsletter using word processing software; Writes press releases; Participates in developing and maintaining media relations; Participates in layout and design of publications; Takes photographs as needed; Manages special projects as necessary; Assists with maintaining mailing list for citywide newsletter; Responsible for some general accounting and overseeing annual contracts such as Employee Newsletter and photographic services.

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**OTHER JOB FUNCTIONS:**

May assist with newspaper clippings; assist with maintaining mailing list; Helps design and promote City-wide functions such as United Way and employee wellness program campaigns; conducts City Hall tours; speaks to local civic groups.

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**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:**

Bachelor's degree in public relations, journalism, communications, marketing or related field.

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**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

One year experience with Ventura desktop publishing, layout, design and editing required. Corel Draw and Microsoft Word software experience preferred.